



Parent/Student Handbook

Future Seekers, Inc.

Pledge of Honor

By signing The Pledge of Honor, I fully recognize that Future Seekers, Inc. was founded to be and is committed to helping the youth in our community. It offers a lifestyle of commitment to higher education, academics, and abstinence. Therefore, it is my personal commitment to be a person of integrity in my attitude and respect for Future Seekers, Inc. and its staff.

I **PLEDGE** to apply myself wholeheartedly to my academic studies.

I **PLEDGE** to grow in character in regard to my attitude towards others.

I **PLEDGE** to cultivate good relationships socially with others and to seek to love others as I love myself.

I **PLEDGE** to not lie, steal, or cheat.

I **PLEDGE** not to use inappropriate language while attending Future Seekers, Inc. functions.

I **PLEDGE** to respect myself, my fellow classmates, my parents, mentors, contractors, volunteers, and the staff at Future Seekers, Inc.

I **PLEDGE** to abide by the Virtual and In-Person rules and regulations which may from time to time be adopted by Future Seekers, Inc.

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I understand that my attendance at **Future Seekers, Inc.** is a *PRIVILEGE* and *NOT* a right. I accept that I have no vested rights in the governing of **Future Seekers, Inc.** programs. I further understand that there will be consequences if I do not follow **Future Seekers, Inc.** rules and regulations or if I breach this **Pledge of Honor**. I understand that my signature below is my acceptance of the entire **Pledge of Honor** and completes a contract between me and **Future Seekers, Inc.** which becomes a part of my permanent file.

Signature: _____ Date: _____

Print Full Name: _____

Parent's Signature: _____ Date: _____

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DISRESPECT

Disrespect of Future Seekers Staff or participants will not be tolerated. Students who disrespect a staff member or fellow participant will receive counsel and their parents may be called into the office.

INAPPROPRIATE LANGUAGE

The use of inappropriate language will not be tolerated at Future Seekers or at any Future Seekers activities. Students are to use proper language at all times.

VANDALISM

Any type of vandalism, whether on the van/bus, at FSI programming, or on field trips, will not be tolerated. Students that cause damages to property will be required to pay for the damages, cleaning fees, and replacement costs. The student may also be suspended from programming and/or transportation services.

HARASSMENT AND ACTS OF BIGOTRY

Students shall not insult, intimidate, or harass any person by committing any act of bigotry (directed toward another person's race, ethnic heritage, national origin, religion, age, sex, or disability) that under the circumstances, would tend to cause substantial disruption of the Excel 2 Excellence Program.

IN – PERSON ATTENDANCE

It is important for students to **faithfully** attend FSI programs if they are going to receive the full benefits of the programs offered. Arriving to the program late or leaving the program early causes disruptions in the classroom. **If a student is not going to attend FSI due to illness or another engagement, we require that the parent contact us and let us know that their teen will not be in attendance.**

VIRTUAL ATTENDANCE

Students are expected to abide by Future Seekers Virtual Group Agreements. All students are to log into virtual after-school on time to receive the full benefit of the program. **Future Seekers Participants are prohibited to share the Virtual After-School link with non-Future Seekers participants members.** At the designated time, all students must type their **FULL name** in the chat box along with the after-school group that has been assigned to you. The use of profanity, negative comments, or **ANY form of bullying is prohibited and will not be tolerated.** The key to Virtual after school fun is to **Be Positive, Be Respectful, Participate, Have Fun, and Win Prizes!**

EARNING ATTENDANCE POINTS

Students earn 1 point each day just for attending. Students earn an additional point for each session attended that day. If a student attends 3 sessions on one day, they earn a total of 4 points that day. Points are accrued and tallied to determine their stipend

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PARENTAL INVOLVEMENT

This Code of Conduct is based on the expectation that parents, guardians, teachers, and staff work together to improve and enhance student behavior and academic performance. **Parents are requested to volunteer at least once a month.**

IN– PERSON DRESS CODE

Students are required to dress appropriately when attending FSI activities. Spaghetti strapped tank tops, halter tops, low cut blouses, crop tops, short shorts or short skirts will not be permitted. Skirts and shorts must be arm length. Young men must wear their pants at their natural waist. Sagging pants are not permitted.

VIRTUAL DRESS CODE

Students are required to dress appropriately when attending Virtual FSI activities online. Students are always to be fully dressed and modest during virtual instruction and should follow the same guidelines as in-person.

SNACKS

Students attending in-person programming will be provided with a nutritional snack upon arrival to FSI. Snacks are only allowed in designated areas. Snacks must be consumed within that locations designated snack time. There is no eating during Enrichment sessions. Students attending virtual programs will not qualify to receive a Future Seekers provided snack.

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STUDENT SAFETY/VIRTUAL SAFETY

Student safety is of the utmost importance to FSI. Students are to use all safety equipment and follow all safety guidelines. Students are to sign-in upon arrival and sign-out upon departure. Parents are required to contact FSI on days that students are not able to attend. Parent’s will be notified if a student doesn’t arrive and has not called or logged in so FSI can ensure that the student is safe.

INCLEMENT WEATHER

Future Seekers, Inc. follows the Atlanta Public School calendar. If the schools have been closed due to weather, Future Seekers, Inc. will also be closed for that day. Depending on road conditions, FIRST Robotics may still have a voluntary build session on those days that schools close for inclement weather. If there are any questions, please call our offices at: 404-699-6998.

DRUGS

Drugs or Alcohol use will not be tolerated at any Future Seekers, Inc. activity, whether in-person or virtual. **Any use, sharing, or sale of such will result in immediate expulsion and the proper authorities will be called.** Prescription medicine, Tylenol, or other over the counter drugs are not permitted. These medicines should be taken at home. **Future Seekers Site Managers must be made aware of any medication’s students are taking at home, ie: inhaler, insulin, or other prescribed medications.**

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WEAPONS

Weapons of ANY type are not tolerated at Future Seekers, Inc. whether on property or on a field trip. A weapon is defined as, but not limited to the following: Mace, Pepper Spray, Guns, Knives, etc. **Proper authorities will be called immediately if a weapon is brought to FSI programs.**

VIRTUAL/WEAPONS

Weapons of ANY type are not tolerated on Future Seekers, Inc. Virtual Enrichment Sessions while on camera or Virtual field trips. A weapon is defined as, but not limited to the following: Mace, Pepper, Guns, Knives, etc.

LEAVING THE PROPERTY

Students **are not** permitted to leave the property once they have arrived until their parent/guardian picks them up. If students are riding public transportation, we must be advised ahead of time or students will not be permitted to leave.

LEAVING VIRTUAL CLASSES IN SESSION

Students **are not** permitted to leave virtual classes unless permitted by their site manager. Students must send their site manager a private chat message explaining why they need to leave the session. Site managers will follow up with parents if the student habitually leaves sessions.

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LOITERING

Students will not be permitted to loiter outside Future Seekers, Inc. Afterschool/Summer sites. All students must remain inside the buildings until their parent/guardian picks them up.

PERSONAL PROPERTY

Students are responsible for their own personal property. Students should not bring phones, valuable items, or large amounts of cash to any Future Seekers, Inc. activities. Future Seekers is ***not*** responsible for any personal property brought to FSI programs or activities. FSI staff will not conduct student searches or call police for stolen items.

ELECTRONIC DEVICES, CELL PHONES

The use of cell phones and other electronic devices will not be permitted during Future Seekers, Inc. activities, whether in-person or virtually. If a student's cell phone or other electronic device is visible, rings, or is used in the presence of any Future Seekers, Inc. staff member without permission, the device will be confiscated (in-person programs) and will only be returned to the parent/guardian. ***It is highly recommended that students leave their electronic devices at home.***

If the use of electronic devices/cell phones during virtual programs is seen or suspected, parents will be contacted. Students may lose attendance points.

FSI COMPUTERS

Computers may be available for use if a student's homework must be completed on a computer. The computer is to be used for homework assignments and to check email for homework assignments only. Students will not be permitted to access Twitter, Facebook, or other such social sites except for Future Seekers purposes.

Absolutely NO FOOD OR DRINK IS PERMITTED IN THE COMPUTER AREA. There will only be one student per computer at a time.

VIRTUAL/HOME COMPUTERS

Students will not be permitted to access Twitter, Facebook, or other such social sites during Enrichment sessions except for Future Seekers purposes. Students must be muted upon admission to Future Seekers programming and be mindful of activity/noise going on at their location while are on camera and while the microphone is not MUTED. Please reduce background NOISE during class (T.V., Radio, People talking, etc.). Students should check their internet speed, their microphone, and their volume before each session.

FIRST ROBOTICS

Students are required to maintain a grade point average of 75% or above to fully participate in FIRST Robotics. Students who fall below the required grade point average may not be able to participate in robotics activities or competitions.



COMMUNITY SERVICE HOURS

We participate in community service projects throughout the school year. Students who participate in the project will receive community service hours for their participation. The number of hours earned is based on the number of hours they participated in the project.

FIELD TRIPS

Parents will be given advance notice of field trips and will be required to sign a permission slip for each student. ***Students who do not turn in their permission slip on or before the due date, will not be able to attend the field trip.*** Students are to conduct themselves in a proper manner and follow Future Seekers Guidelines while on field trips.

VIRTUAL FIELD TRIPS

Future Seekers will pursue virtual activities and events in lieu of field trips as needed.

STIPENDS

Stipends (pay for participation) will be determined by academic standing (25%), participation (25%), behavior (25%), and attendance (25%). Any student who misses at least 30 consecutive days, leaves the program, or does not participate in the FSI Oscar Awards, will forfeit their stipend. Students who fail classes and have to attend summer school will only be eligible for 50% of their stipend. Stipends will be processed within 2 weeks following the program.



IN-PERSON CLEAN UP

All students are required to clean up their own area prior to daily departure from the program. Trash is to be thrown into the trash can. All pens, pencils, art supplies, etc. are to be returned to their proper place. Every student is required to keep the restrooms clean and dispose of all trash appropriately.

VIRTUAL CLEAN UP

All students should disinfect and sanitize their devices before and after each session. These easy steps will help you stay cyber safe and protect your personal space.

OUTDOOR ACTIVITIES

Students will be permitted to go outside from time to time. **Students are to remain within site of Future Seekers Staff at all times.** If small children are on the playground (if applicable), students should separate themselves.

FREE TIME

In-Person: Students are given free time/breaks. **Students are to remain within sight of Future Seekers Staff at all times.** If small children are on the playground (if applicable), students should separate themselves. *Virtual:* This is a good time to interact with the other students, group games should end before the next session begins.

SUMMER HOURS

In-Person: Students report to their registered site Monday-Thursday, by 9:00am. Breakfast is served 8:30-8:50am. Programing ends daily at 4:30pm. Students receive a 1-hour lunch, 12:15-1:15pm. Students should bring their lunch with them or partake in the lunch provided. Parents, Please **DO NOT** order out lunch or bring lunch to your teens. Parents are expected to call their Site Manager if their teen is not going to be in attendance that day.

Virtual: Virtual Summer Program Hours are 9:00am-3:00pm. End time may vary depending on the schedule. Students receive a 1-hour lunch, 12:15-1:15pm.

SUMMER INTERNSHIPS

Students who complete and pass the Job Readiness training session may be requested to perform an Internship with one of our Summer Internship Sponsors. Days and times will be determined by FSI Staff and their Summer Intern Sponsors.

- Students are to report to their internship location on time.
- Students should report in full uniform.
- Students are to use personal electronic devices, ie. Phones, only when on breaks and lunch.
- Students should return from breaks/lunch on time.

Remember, you are representing Future Seekers. We ask that you act accordingly. Most Importantly:

HAVE FUN!!!

WZOHAFCAFRV XPEHCF

BE ON TIME

Allow yourself time to wake up & get ready



Charge your technology

Be prepared

PRESENTATION


Can we see you? Can we hear you?



Are you in a quiet space in your home?

MUTE YOURSELF

Mute unless you have been called on.



(Helps cut down on extra noise!)

HEADPHONES

Use headphones if you have them



(Makes it easier to hear and less disruptive to others in your home!)

Be Respectful

R-E-S-P-E-C-T



Be kind

Be considerate

PARTICIPATION



Be focused

Be attentive

Be kind

Be an active participant



DISCIPLINARY POLICY

Inappropriate behavior will not be tolerated at Future Seekers.

Please refer to the Three Strike Policy below.

THREE STRIKE POLICY

First Strike: Students may not be able to attend the next scheduled field trip and may be required to write an essay. In addition, the student may be written up with a copy placed in their file. Parents will receive a phone call.

Virtual– Parents will receive a phone call, email and or a text.

Second Strike: Students may receive a 1-4 day suspension depending on the severity of the occurrence. In the event of a suspension, parents will be called to **immediately** pick up their child/ren). The student will be required to submit an essay to FSI upon their return to the program.

Third Strike: Student may be **expelled** and may not be permitted to participate in any future FSI programs or activities.

The subject and length of assigned essays will be at the discretion of the FSI staff.

GRIEVANCES

Student's may submit a grievance in writing to the Future Seekers, Inc. Executive Staff. Upon receipt of grievance, a meeting will be scheduled.

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STUDENT HANDBOOK AGREEMENT

Student Name (please print): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell: _____

I hereby acknowledge that I have received a copy of the Future Seekers, Inc. Student Handbook. I recognize my responsibility for familiarizing myself with In-Person and Virtual Policies with its contents as a condition for enrollment in Future Seekers, Inc. Programs. I understand that this may not be all the policies and that policies may be changed or added as needed. I also understand that I will be provided with any changes made to this handbook. I agree to conduct myself by the rules and guidelines set forth herein by Future Seekers, Inc.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____



FUTURE SEEKERS

YOUTH PROGRAMS

www.futureseekers.org

404.699.6998

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