

Making the Grade

Hope for African Youth

Student Handbook

Responsibilities, Rights and Code of Conduct 2019

Mission Statement: Making the Grade is a charitable, youth oriented, educational and medical organization with the purpose of aiding young people in obtaining an excellent education that will ultimately lead to independence.

Character development: Character development is an important element of MTG's overall measure of success. The following are MTG's character objectives:

1. Develop the wisdom and good judgment to make reasoned decisions.
2. Develop a sense of justice that is informed by fairness, honesty, and civility.
3. Develop and demonstrate respect for self, respect for others, and respect for property.
4. Demonstrate tolerance and understanding of others regardless of race, gender, ethnicity, disability, national origin, religion, creed, socioeconomic status, marital status, pregnancy, sexual orientation, or political belief.
5. Demonstrate compassion for others through the development of empathy, kindness, and service.
6. Demonstrate discipline and responsibility by exhibiting self-control and the willingness to admit mistakes and correct them.
7. Develop a positive attitude that reflects hope, enthusiasm, flexibility, and appreciation.
8. Demonstrate pride in oneself and others by doing the best for self, family, school, and community and by respecting the achievements of others.

9. Exhibit personal and academic integrity through honesty, expressing beliefs in appropriate ways, and working to one's full potential.

Responsibilities and Rights

Responsibility and Rights for Respect

Students are responsible for respecting the personal, civil, and property rights of others.

Responsibility and Rights of Free Speech and Expression

Students are responsible for controlling their conduct while exercising their rights to expression. Students are responsible for recognizing the rights of others to have opinions that may differ from their own.

Student Responsible Use of Technology, including the Internet:

Students shall be held responsible for the appropriate use of MTGs technology and will be subject to disciplinary action for any violation of the *Technology Acceptable Use Policy*. Students are required to be safe, secure, and responsible digital citizens when using MTGs technology and/or networks.

I am responsible for...

1. My language. I will be polite and use appropriate language in my e-mail, messages, online postings, and other digital communications.
2. Communicating with my sponsors every month via a handwritten note or email.
3. Treating others with respect. I will not create or communicate abusive, harassing, bullying, libelous, obscene, offensive, profane,

threatening, discriminatory, or illegal messages.

4. Respecting the intellectual property rights of others. I will obey copyright laws. I will not plagiarize or use another's work without proper citation and permission.
5. My student-authorized computer account and all activity conducted through my account(s). I understand that my username and passwords are private and they should not be shared with anyone. I understand that it is important to log off of the computer at the end of every session so another user cannot use my password.
6. My use of the MTGs network. I will use MTGs resources responsibly and will not search, retrieve, save, circulate, display, upload, post, e-mail, transmit, or otherwise make available any hate-based, offensive, or sexually explicit images, language or the files that generate such images or language.

Conflict Resolution

1. If I have a problem with receiving money or a conflict in any way related to MTG, I will contact my house manager. If they are unable to help, I will contact the country director, Bonnie Tamrat. If she is unable to help, I will contact the CEO.
2. My personal contact people are- (list of manager, city manager and board member)

Code of Conduct:

MTG’s board of directors expects all students in the MTG program to recognize their individual responsibilities and to adhere to the *Code of Student Conduct* while on MTG’s property and when participating in MTG-sponsored activities.

CODE OF STUDENT CONDUCT – ALL MTG STUDENTS WILL:

- Attend school daily unless there is a lawful purpose for being absent.
- Engage in the learning process. Minimum of 2-3 hours of study time at home each day.
- Bring to school only those approved items and materials that are appropriate for their educational programs.
- Demonstrate positive behavior and language and respect the personal, civil, and property rights of others.
- Accept responsibility for their actions and education while abiding by established Board policies, superintendent’s rules, and procedures.
- Remain at their house at all times after class and weekends unless at an approved activity. (Curfew is 7 pm weekdays, 9 pm weekends unless approved by supervisor)

Policies:

Use and Possession of Tobacco: Students are prohibited from using, selling or possessing tobacco products, smoking-related devices, lighters, e-cigarettes or any other nicotine delivery systems in all MTG buildings, grounds, and at any MTG-sponsored activities.

Alcoholic Beverages and Drugs: Students under the age of 21 are prohibited from using, selling or distributing alcoholic beverages of any type. Students are prohibited from using, selling or distributing illegal drugs, controlled or dangerous substances, drug paraphernalia, or intoxicants in any quantity on MTG property and at any MTG-sponsored activity.

Expense policy: Students will have all expenses approved by the country director CEO. All students are responsible for keeping track of receipts that will be collected and documented every week. All purchase requests must be submitted a minimum of one week prior to the required date. Any request to change yearly budgeted items must be submitted a minimum of 30 prior to the change date.

Travel: Any travel must be approved by the country director prior to travel. MTG will not provide transportation expenses for family visits. All emergency travel must be approved by the country director.

Please fill the form below and submit to your house manager/country director.

I _____ have read and understood all the rules, policies and responsibilities. I acknowledge and accept this agreement.

Name:

Phone number:

Email:

Signature:

Date: