

**Sherman County Prevention Program
Sherman County Oregon Youth Conservation Corps
Student Contract**

PROGRAM MISSION:

The Sherman County Oregon Youth Conservation Corps (SCOYCC) Program provides youth of Sherman County an opportunity to gain valuable work experience through a variety of settings.

PROGRAM GOALS:

To provide an environment that maximizes each student's sense of self-worth and encourage individual growth through demanding and rewarding experiences both individually and in a team setting.

INTRODUCTION:

Sherman County Prevention Program believes it is highly important for the students within the program to retain and portray a positive example while in the field. In the "real world," employees are required to meet various guidelines in order to become both successful and respected as a member of their profession and community. These same standards are required as a member of the SCOYCC Program.

The work that will be performed during the summer will be manual labor. See job description for details. This is a job, and you will be required to work. This means you will not be able to sit around and use your mobile devices all day. You will be able to have free time during breaks and lunch. If there is an emergency, you may talk to your Crew Leader.

YOUR RESPONSIBILITY:

- You are encouraged to offer constructive comments to ALL staff/Corps members.
- Your dress and appearance should be consistent with our standards.
- You are to be aware of worksite safety standards and comply with them.
- You are responsible for notifying SCOYCC staff of accidents and unsafe working conditions.
- Effectively communicate and work with all members of SCOYCC.
- Participate fully in the academic portion of SCOYCC.

- Perform physical labor to the best of your ability (most of which is done out-of-doors in all types of weather/terrain).
- Support the growth and your fellow SCOYCC members.
- Willingness to explore new experiences in order to grow as an individual as well as part of a team.

FLEXIBILITY:

In real professions, flexibility is crucial in creating a successful environment to work in. You need to be flexible in SCOYCC.

Everything is subject to change without prior notice. SCOYCC staff will do their utmost to keep you updated about changes in scheduling.

ACADEMIC CREDIT:

Students in SCOYCC have the potential of earning .5 credit for every 90 hours of work performed.

Credits will be approved by Sherman County School District. Students must complete the appropriate forms from the Sherman County School District.

JOURNALS:

Students in SCOYCC are **required** to keep a daily journal. Topics will be both assigned and optional, depending on the day. SCOYCC staff will often check in with you in regards to your journal to make sure that you are meeting this aspect of your academic work. Communicating effectively in writing is a crucial employment and life skill.

Again, journal writing is a required activity as a member of SCOYCC.

ORIENTATION:

At the beginning of each project or job assignment, there will be an orientation meeting. These meetings will include topics on team rules, program expectations, work skills and ethics, safety, and team building.

CONTRACT ISSUES:

The scale, which follows, will outline the steps that will be taken to record each violation. The steps on the scale document your history with a given

issue. It is important to know that all SCOYCC members are also responsible for following any additional guidelines set for by the parent program.

ATTENDANCE:

If you need to be absent FOR ANY REASON, you must contact your Crew Leader before 8:00 AM that day for the absence to be excused. The phone number for reporting your absence is XXX-XXX-XXXX. Leave a message if no one answers.

In the real world, absences affect both the quality and the quantity of work needed to be completed. Your Crew Leader needs to be informed of your absence so they can adjust the day's work and not be left in a position of waiting around to leave a given site.

If you are planning a family trip, please arrange this ahead of time with your Crew Leader.

It's important to remember you are paid hourly, so if you miss work, you will not be paid for that time.

UNEXCUSED ABSENCES:

If you fail to pre-arrange an absence and do not call in by 8:00 AM, your absence is unexcused.

Scale for unexcused absences:

- 1) Verbal warning
- 2) Written warning
- 3) Parent Conference
- 4) Dismissal from SCOYCC

PUNCTUALITY:

You are considered late when arriving more than 5 minutes late to the designated location. It is your responsibility to pay attention to the time.

Scale for unexcused tardies:

- 1) Verbal warning
- 2) Written warning

- 3) Parent Conference
- 4) Dismissal from SCOYCC

SIGNING OUT:

Signing out will be allowed only when it has been pre-arranged and is for an appointment that cannot be scheduled after work hours. Pre-arranged means that the staff has been notified that morning by 8:00 AM that you will need to leave before the regular work day ends. A note or phone call from a parent/guardian must accompany the request. Failure to do so will be treated as an unexcused absence.

REFUSAL TO FOLLOW DIRECTIONS:

If you refuse to follow the directions of the SCOYCC staff and job-site sponsors or fail to perform a given task without having a reason that is cleared by the staff, then you are not following directions.

Scale:

- 1) Written warning
- 2) 1-day suspension/Parent Conference
- 3) Dismissal from SCOYCC

LAW VIOLATIONS:

All members of the SCOYCC will follow all State, Federal, and City Ordinances and Laws.

Scale:

- 1) Dismissal from SCOYCC

POOR PUBLIC IMAGE:

SCOYCC participants are expected to be especially aware of their actions when in public. Poor public image involves behavior inappropriate in a public setting that can have negative impact on the reputation of SCOYCC. These include offensive/vulgar language, public displays of affection, littering, horseplay, yelling from vehicle windows, hanging out of windows, disrespect, pan handling, using tools inappropriately, etc.

Scale:

- 1) Written warning

- 2) 1-Day suspension/Parent Conference
- 3) Dismissal from SCOYCC

POOR ATTITUDE/DISRUPTIVE BEHAVIOR:

Any time your attitude or behavior is disruptive to the team, crew, staff, it is cause for documentation. Disruptive behavior is when the Crew Leader is not allowed to lead, crew members are not allowed to learn, or crew work is put on hold because of your actions. An attitude that negatively affects staff or other crewmembers and disrupts the flow of learning is considered a poor attitude.

Scale:

- 1) Verbal warning
- 2) Written warning
- 3) 1-Day suspension/Parent Conference
- 4) Dismissal from SCOYCC

INAPPROPRIATE DRESS:

Inappropriate dress will include failure to dress properly for work crew (long pants that fit, work boots, long sleeve shirt when necessary, gloves, and weather appropriate clothing such as rain gear, coat, etc.). No one shall wear clothing that promotes alcohol, drugs, tobacco, sexism, gang related content, or personally offensive articles of clothing. Clothes must cover midriffs, underwear, bra & straps. All clothing must appropriately cover all of your body and parts.

Scale:

- 1) Verbal warning
- 2) Written warning
- 3) 1-Day suspension
- 4) Dismissal from SCOYCC

UNSAFE BEHAVIOR:

Any behavior that puts staff, other SCOYCC members, or yourself at risk is considered unsafe. IT IS NOT limited to: tree climbing, hanging out of windows, using a tool as a toy or weapon, not wearing protective gear or clothing, standing on desks, throwing objects, violating "safety bubble," not

wearing seat belt properly, etc. Use common sense, and keep yourself and others safe!

Scale:

- 1) Written warning
- 2) 1-Day suspension/Parent Conference
- 3) Dismissal from SCOYCC

ABUSIVE AND/OR THREATING BEHAVIOR:

This CAN include sexual harassment, verbal and physical threats of violence, gang talk, put-downs, insults, etc. If your actions cause another SCOYCC member, staff, or citizen to question their safety or feel intimidated, then you are in violation of your contract.

Scale: (may include)

- 1) 1-Day suspension/Parent Conference
- 2) Dismissal from SCOYCC

FAILURE TO FOLLOW SERIOUS RULES:

This includes, but is NOT limited to:

- Physical violence
- Possession of a weapon
- Stealing
- Use or possession of drugs, drug paraphernalia, tobacco products, alcohol
- Leaving the jobs site without permission to do so

Scale:

- 1) Dismissal from SCOYCC

Note: Some misbehavior may result in immediate suspension or dismissal from SCOYCC without verbal or written warning.

CONTRACT APPEALS:

You may appeal being moved a step on any of the above Scales. Appeals MUST be submitted in writing within 72 hours and presented to the SCOYCC staff. A meeting will be held with the Crew Leader, Sherman County Prevention Coordinator, a Sherman County Commissioner, and the

student(s) involved. A decision will be returned within 72 hours of the meeting. An appeal does not guarantee your restatement in SCOYCC.

RESPECT:

We will, as members of SCOYCC, promote and value the potential in people of all ages. We will oppose all discrimination and defend a safe learning environment. As a member of SCOYCC, I will treat each member with dignity and respect at all times.

By signing below you understand and agree to all the terms listed throughout the SCOYCC contract.

Member

Date

Crew Leader

Date

I have read and understand this contract and agree to have my child participate in all aspects of the SCOYCC contract.

Parent/Guardian

Date

Please detach and return ONLY this page.

If you have any questions, concerns, or comments, please contact Shandie Johnson at 541-565-5036 as soon as possible.