



eXposed

Learning

*NSBE Jr*

Membership

Handbook



### **eXposed Learning Mission**

To inspire, engage and educate youth through innovative programs, training, and activities to create future leaders of tomorrow in Science, technology, engineering, Arts and Math related careers

### **NSBE Jr Mission**

To increase the number of culturally responsible black engineers who excel academically, succeed professionally and positively impact the community

eXposed Learning NSBE Jr brings 6th - 12th grade students together to expose students to STEAM. Additionally we prepare them for college and get them ready for the professional world.

### **How eXposed Learning Works**

eXposed Learning NSBE Jr students participate in chapter meetings and experience days periodically during the school year. Most meetings focus on different STEAM topics while experience days can range from visiting science museums, attending expos/conference or having professional development, entrepreneurship and college readiness workshops. Youth also engage in local and national STEAM competitions.

### **Vision**

Our vision is for all students to be equipped to make an informed career decision upon graduation

### **Theme**



eXposure

# Point System

How will points help me?

The point system is what our programs uses to measure your participation.

Please check your rubric table to see what is the minimum amount of points you need in order to attend any trip and what your cost will be based on the amount of points you have earned.

Point Categories	Point Total	Max in Category	Notes
Meetings & Local Experience Days	50 points per meeting	600	
ACT & Math Sessions	10 points per meeting	100	
Community Service	25 per event	100	
Fundraising Events	12 Points an Hour, minimum	Any	Bake Sales, Banquet, Car Wash, Etc
NSBE and/or eXposed Learning Competitions	Check Competition Rubric/Syllabus	200	



ACT Test/Mock ACT Test	25 each	100	Must have proof if not taken within the program
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# Code of Conduct

## Purpose of the Code

The purpose of the code of conduct is to uphold the mission and values of eXposed Learning. It assures that we create a culture of professionalism and respect amongst all of our members and the communities we serve.

## Code of Conduct

1. I understand that it is a privilege, not an obligation, for me to be apart of the eXposed Learning program. I recognize eXposed Learning has the responsibility and authority to remove youth who are disruptive to the eXposed Learning program or for any reason eXposed Learning deems appropriate.
2. I will act as a Leader at official events and in the community.
3. I will be on time to all meetings and official events.
  - a. Missing the first two meetings is an automatic termination of membership
  - b. Missing three unexcused meetings is an automatic termination of membership
  - c. Early is on time, on time is late.
4. I will be respectful at all times
  - a. Do not be disruptive in meetings or events
  - b. Come with your best attitude
  - c. Work as one big team
  - d. Give positive feedback and criticism not negative remarks.
5. I will dress in a respectable manner.
  - a. See the dress code for more details
6. I will not not harass anyone including sexual harassment.
7. I will not use drugs or bring weapons to organizational events.
8. I will use my phones only at appropriate times.
9. I will treat the organization's property and the organization's partner organizations property with respect.



10. I will take initiative in the organization.
- a. Explore opportunities
  - b. Come to community service and social events
  - c. Come to chapter fundraisers

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

# Behavior Protocol

## Level One

- Being late to meeting locations by more than 10 minutes on trips
- Dress code violations
- Use of curse words
- Being disruptive at meetings and/or events

### *Consequences*

- Written and Verbal Warning

## Level Two

- The second time you commit a level one offense

### *Consequences*

- Meeting with the academic and disciplinary committee and a phone call home.
- Suspension from the chapter for up to three meetings
- Probation
- Suspension of entertainment events
- Loss of eXposed Learning and/or NSBE Leadership Positions

## Level Three

- Three level one offenses
- Verbally or physically fighting
- Sexual harassment
- Suspended from NSBE
- Being in the opposite sex room
- Stealing
- Intentionally damaging property



### *Consequences*

- Terminated or Suspended from the program
- Phobation
- Recommend to NSBE to be terminated from their National organization
- Return home via Greyhound if on a trip, with an automatic termination from the program.

eXposed Learning always has the right to add other items to this list at anytime and to send students home for other severe reasons.

# Dress Code

## **Chapter Meeting Uniform**

*Casual Clothes:* No sagging, No showing cleavage, No shorts, skirt or dress shorter than your fingertips when fully extended down. Clothes with no sleeves must be paired with a jacket. Wear a jacket in the colder months. No inappropriate wording or symbols on clothing items.

## **Chapter Event Casual Uniform**

Chapter T-Shirts or Polo, Jeans, Sneakers

## **Chapter Event Business Casual**

Chapter Polos, Khakis that go past your ankles, White or Black Socks, dress shoes or flats unless otherwise noted

## **Student Membership and Conference Planning Chair**

Members should consult their membership chairs with appropriate formal, professional and casual clothes. All appropriate clothing items will be covered before a major event and the code of conduct and dress code will be reviewed.

## **Checkpoint for Clothes**

A male and female chaperone will be assigned for all students in the Mornings and Evening during major events to assure all students are dressed appropriately. At this time, if anyone is caught with anything questionable, they will receive a verbal and documented warning

## **First Violation during an Event relating to Clothing Items**

Any member asked to change their clothes on more than one occasion for



any reason during the trip will be given a code of conduct level one violation.

**Second violation and beyond**

All dress code violations after given a code of conduct violation will be considered a level two or three offense.

# Dress Code Protocol

**Student Membership and Conference Planning Chair**

Members should consult their membership chairs about appropriate formal, professional and casual clothes. All appropriate clothing items will be covered before a major event and the code of conduct and dress code will be reviewed.

**Designated Adult Cloth Check**

A male and female chaperone will be assigned for all students in the Mornings and Evening to assure all students are dressed appropriately. At this time, if anyone is caught with anything questionable, they will receive a verbal and documented warning

**First Violation**

Any member asked to change their clothes on more than one occasion for any reason during the trip will be given a code of conduct level one violation.

**Second violation and beyond**

All dress code violations after given a code of conduct violation will be considered a level two or three offense.



# Attendance Policy

Attendance at meetings and local experience days are vital to one's membership involvement. These activities help you gain a better understanding and appreciation for eXposed Learning and it helps you build camaraderie with your fellow eXposed Learning members within your chapter and across the region.

## **Attendance Policy**

Members should attend all meetings and be there on time. Members who miss the first two meetings unexcused will be automatically terminated from the program. Members who miss three meetings overall with no documented excuses will also be terminated from the program as well.

## **How to Obtain an Excuse Absence**

Members should email their chapter vice chair and advisor and let them know that they will be absent or late no later than 9:00 AM on the Friday before the meeting. The following reasons are excusable

- School Event
- ACT/SAT Testing
- Family Death
- Sickness
- Anything else should be determined by the chapter advisor

## **Tardy Policy**

Members should come to all meetings and be there on time. If you are late more than 10 minutes to a meeting it will count as a half absence if it was not excused beforehand by an advisor or chapter E-Board Member.

## **Chapter E-Board Members Attendance Policy**

All Chapter Executive Board members should be at meetings 15 - 30 minutes early to debrief, set up, etc. Executive Board Members should be at all events. If an executive board member must be absent, communications should be sent to the entire executive board members in writing or electronically. This is to be done no later than 9:00 AM the Wednesday before the meeting.





# Other Protocols

## **Change of Email Address, Address and School**

If your email address, School or Home Address changes, you must notify your chapter secretary so that this information stays up to date in the organizations database.

## **Cancellation/Early Dismissal Policy**

Meetings and events may be canceled, changed to voluntary status or might have an early release due to weather and other things outside of our control.

### *Cancellations*

Meetings are typically cancelled due to weather concerns and conditions on the roads. These decisions start to be made days before hands but official decisions should come no later than 7:00 AM on chapter meeting days. If the Meeting is changed to voluntary status, students will be awarded points regardless of their attendance.

### *Early Dismissal*

Early dismissal is typically the result of expected weather conditions, power outages and other things outside of eXposed Learning's control.

## **Field Trips**

Field Trips: Permission slips for the events we are attending or may partner with may require permission slip.

## **Lost and Found Items**

Items that are lost or stolen are not the responsibility of eXposed Learning. If you forget to take an item or leave it at a chapter event, contact the event venue lost and found personnel.



# Finance Policies

Families are responsible for all fees associated with any trip (including transportation, admission, food, etc) membership fees or admission fees associated or managed by eXposed Learning and its community partners.

eXposed Learning refunds policy: No refunds with the following exceptions:

- ❖ Merchandise, NSBE Jr Polos: No refunds for any reasons
- ❖ National Convention
  - All NSBE National & Regional events are not managed by eXposed Learning
  - eXposed Learning will not process any refunds after December 10th of the current academic year for National Convention and only 50% will be refunded unless the badge is transferred. Refunds will only be released by eXposed Learning after funds have been released by the NSBE Headquarters Office (This can take weeks/months).
  - I may purchase a National Convention badge by myself through [nsbe.org](http://nsbe.org) and pay all fees associated with obtaining National Convention Registration. I will be under the NSBE guidelines, rules and regulations if I pick this route.
  - All NSBE items purchased from NSBE or other stores online are not associated with eXposed Learning or the responsibility of eXposed Learning.

## Parent Code of Conduct



1. I understand that it is a privilege, not a right, for my child to participate in eXposed Learning and other eXposed Learning Programs.
2. I will be a positive role model for my child and encourage professional behavior by showing respect and courtesy, and by demonstrating positive support for all members, advisors, coaches, board of directors and presenters at all events and on communication correspondents.
3. I will not contact students within the program unless they are executive board members and it is done via email.
4. I will not create a public display of anger toward Chapter Advisors, Board of Directors, coaches, members, and/or spectators in any format or via email, letter, and/or phone calls to the team.
  - a. I agree to the 24 hour rule which states “no parent in a fit of frustration or anger about non-emergency topics around events or meetings will contact eXposed Learning Board of Directors, Advisors or coaches in any manner until 24 hours has passed.”
5. I will respect the Board of Directors, Advisors and their authority during events and will never question, discuss, or confront advisors or Board of Directors during the entirety of meetings or events. I may request a conference call or send an email 24 hours after the event has concluded to the Excellence Committee.
6. I will pay all fees on time relating to membership, trips, etc. Any fee not paid on time can result in a late fee, removal from the event, and or removal from the program.
7. I understand that any parent who cannot abide by these rules or violates the rules may result in the immediate removal of the child(ren) and the parent from the program indefinitely.

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



If you have any questions or concerns, email

[info@exposedlearning.org](mailto:info@exposedlearning.org)

## Agreement Form

I agree to all terms within this membership handbook, which includes



1. The Code of Conduct
2. Dress Code
3. Attendance Policy
4. Finance Policy
5. Parent Code of Conduct

I understand that if \_\_\_\_\_(member) or myself \_\_\_\_\_(parent) does not abide by the rules and policies set forth within the membership handbook \_\_\_\_\_(member) membership may be fined, put on probation, suspended or terminated from the eXposed Learning and all other eXposed Learning programs. If the code of conduct is broken at an official National Society of Black Engineers(NSBE) event, those matters will be taken up with NSBE which can result in additional consequences.

I agree to these terms.

Students Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_