

English

# Program Manual

2022



Your



Advance

Constantly Learning, Always Advancing™



### Notice Regarding Program Manual

The Program Manual will be reviewed annually for any clarifications, additions, or deletions that may be necessary. All participants including, but not limited to, students, parents, volunteers, should direct any questions regarding the contents of this Manual to our Support Center. Contact information for our Support Center can be found on [www.youradvance.org/contact](http://www.youradvance.org/contact).

All participants must read and comprehend the Program Manual as it outlines the mandated responsibilities and conduct. The purpose of this document is to ensure the significant resources provided by our organization is beneficial to our mission and the learning process. Please note, any failure to read or understand this document is not a viable reason to excuse from any possible removal from or admissions denial into any Your Advance programs or other organization activities. Information in this document is subject to change without prior notice.

**Your Advance, Inc.**  
**The Program Manual**  
**2022 Edition**

Dear Parents, Students, and Volunteers,

The Program Manual is an integral part of your success within Your Advance. In this Manual, we outline our organization's necessary frameworks. As part of our commitment to you and your family, we strive to bring students from all walks of life together with an opportunity to learn beyond the classroom.

To uphold our mission, values, and goals, the Executive Leadership team has thoroughly developed and reviewed the Program Manual. The purpose of this Manual is to promote the responsibilities and conduct necessary for all participants—including volunteers, students, and families—for success in our programs.

Together, we hope to foster a passion for learning that bridges academics and advocacy. As an organization, a team, and a community, we will continue to advance our knowledge and help empower others through the opportunities provided by the power of education.

Sincerely,

**The Executive Leadership Team**

## **SECTION I. Introduction**

Prior to enrolling in any services with Your Advance, all Participants, including but not limited to, Students, Parents/Guardians, and Volunteers understand that all activities will be subject to the Your Advance Program Manual (this document) and other binding legal agreements. By continuing to enroll in the program and participating, you acknowledge that you have read and successfully understood these terms. Failure to abide by these rules may result in the following consequences, which include but are not limited to, denial for admissions and subsequent removal from the program. Failure to read this document does not serve as basis for immunity from these consequences.

### **Non-Profit Organization Overview**

Your Advance, Inc. is a non-profit that addresses the gaps caused by summer learning loss through the establishment of learning programs for students in K-12 schools. These programs engage students to constantly learn and reinforces academic content outside of the classroom setting. Our organization will drive students who are willing to commit and challenge themselves in their academia to achieve excellence beyond the classroom and school year for the benefit of society. Hereinafter, Your Advance, Inc. will be referred to as Your Advance.

#### **Mission**

Your Advance will provide an opportunity for students to continue and advance their learning beyond the classroom today for their future tomorrow.

#### **Purpose**

Your Advance will aim to reduce the achievement gap amongst disadvantaged students through competitive and accessible opportunities to constantly advance their knowledge, reduce the loss of learning material, and better prepare for the challenges of classes for the upcoming school year.

#### **Values**

Your Advance emphasizes inclusivity with access to educational opportunities regardless of race, ethnicity, religion, gender, sexual orientation, economic status, or disabilities. We believe that every student who is willing to continue their learning beyond the bounds of the academic school year deserves the chance to succeed. At Your Advance, we believe every student has the opportunity to be SMART: Skillful, Masterly, Able, Ready, and Talented.

## **SECTION II. Code of Conduct**

All Participants must abide by the following rules and regulations:

- Participants must arrive on-time to all tutoring and mentoring sessions.
- Participants must follow all appropriate classroom policies, procedures and guidelines when using technology.
- Participants must use technology resources only to create files and projects for academic related work, research, and college and career planning during sessions.
- Participants must participate and attend all virtual conference session determined ahead of time by their volunteer instructor.
- Participants acknowledge unexcused absences will not be tolerated.
- Participants assumes personal responsibility to keep personal information such as usernames and passwords private, where applicable.
- Participants must treat other users with respect and use appropriate language in all electronic interactions with others.

- Participants must immediately inform the Support Center if Participant receives an electronic comment or communication that makes him/her feel uncomfortable, or if he/she accidentally access inappropriate materials, pictures, video, or websites.
- Participants must respect the work and intellectual property rights of others, and will not intentionally copy, damage, or delete another user's work. Participant will properly cite any sources when he/she uses someone's information, pictures, media, or other work in my own projects and assignments.
- If any intellectual property infractions occur, Participants assume responsibly and agree to not hold Your Advance and its Leadership responsible for any legal consequences.
- Participants must respect the privacy of others.
- Participants know that the use of any Your Advance technology resources are at their own risk; the system is provided on an "as is, as available" basis; and Your Advance is not responsible for any loss, damage, or unavailability of data stored on the system regardless of the cause.
- Online learning spaces and communication and collaboration tools should be treated as a classroom space, and language and behavior that is not appropriate in the physical classroom is not appropriate in online spaces, no matter what time of day those spaces are accessed.
- Assignments in online learning spaces are just like any other assignment in school, and students are expected to follow all policies and procedures in Section II. "Code of Conduct."
- All assignments from a previous virtual conference session must be completed before the start of the upcoming virtual conference.
- Participants acknowledge that Your Advance will not be held liable for personal electronic devices used will not be held responsible for any damage or theft of personal property.
- Participants and their Parents/Guardians must familiarize themselves with the Children's Online Privacy Protection Rule (COPPA). For more information, visit the Federal Trade Commission's website.
- Participants understand that they may be dismissed from the organization at any time without prior notice or reason given and agree not to contest or pursue legal action on this matter.

### **SECTION III. Data Collection Security**

Your Advance encourages Participants to interact in order to promote a productive educational experience. Data may be collected that identifies students with their respective learning progression and targets such as through individualized practices and surveys. The purpose of this practice is to ensure Your Advance is effectively using its resources to benefit students in continuing their learning. Any information collected is kept confidential on trusted, encrypted platforms provided by limited third parties.

Although these services are secure, Your Advance cannot guarantee servers or systems to be free of failures in security or vulnerabilities. Participants acknowledge that access and use of Your Advance's services are at their own risk and agree to not hold Your Advance liable and/or responsible for the compromise, loss, or theft of data in these scenarios.

### **SECTION IV. Waiver of Accountability**

All Participants agree to not hold Your Advance, its Leadership, and any other stakeholders responsible for the loss, theft, damage, compromise, mishandling, failure of any data or hardship during their participation with the organization. Participants will waive their right for filing any compensation, arbitration, or lawsuit against Your Advance, its Leadership, and any other stakeholders for any matters and will agree to resolution through communication with the Your Advance parties.

### **SECTION V. Student Responsibilities**

Your Advance is committed to student success. However, Participants acknowledge that students and parents using our services are only supplemental to necessary educational instruction and cannot be relied upon alone

for academic success. Rather, Your Advance provides the resources and opportunities for students to inspire their own drive to understand and learn more about the world around them. Participants are responsible for their own success and outcome.

### **SECTION VII. Contract of Attendance**

The terms regarding the Contract of Attendance are as follows:

- No unexcused absences will be tolerated.
- If the Participant hopes to obtain an excused absence, official absence request is required at least 48 hours prior to the day that will be missed.
- Official absence requests must be submitted in written form via letter or email to the Volunteer Instructor and the Support Center at [info@youradvance.org](mailto:info@youradvance.org).
- It is required that Participants arrive on time to the virtual conference for each program. On time is at least 5 minutes prior to the start of the event.
- An unexcused tardy will be counted as an unexcused absence.
- Excused tardy requests must be submitted in the same way as excused absences (see above).

### **SECTION VIII. Tutoring Sessions Agreement**

During the tutoring sessions, the Participant agrees to:

- Always provide undivided attention to all speakers.
- Maintain a clean workspace during every session.
- Be open to working with others providing and receiving feedback.
- Follow conduct rules in the Program Manual.
- Appropriate school dress code applies.
- Submit completed assignments on time.
- Respond to the Volunteer Instructor in an on-time manner, within 24-48 hours upon delivery of a message or call.
- Respond to the Support Center or the Executive Leadership team in an on-time manner, within 24-48 hours upon delivery of a message or call.

Failure to meet these terms of agreement may result in immediate dismissal from the organization.

### **SECTION IX. Views Expressed Disclaimer**

All Participants acknowledge that statements or opinions expressed by individuals during program sessions are those of themselves only. They do not purport to reflect the opinions or views of Your Advance, its leadership, other stakeholders, and/or the entire organization. Participants agree to not hold Your Advance, its leadership, or the organization responsible for these statements or opinions.

### **SECTION X. General Photo Release Statement**

All Participants give permission to Your Advance to use their image, voice, personal statements, and name in photography and videography and any educational and promotional materials in any medium, including but not limited to social media, web communications, publications, and video. Participants understand that they will not receive any compensation for or any rights to these photographs, videos, likeness, etc., and will release and fully discharge Your Advance and its Leadership from any liability for their use.

## **SECTION XII. Additional Stipulations**

None of Your Advance's programs facilitate in-person meetings. If at any time a Participant or Participants elect to meet in-person, it will be considered an independent third-party event that is neither organized nor endorsed by Your Advance. Therefore, Your Advance and its Leadership will not be held liable and/or responsible for any legal consequences, negligence, and other repercussions. All Participants are given this warning and notice in advance through this document.

Participants are required to identify themselves as either a volunteer or student/family program participant whenever they perform tasks for Your Advance or make reference to their involvement in Your Advance.

Volunteers, students, and parents/guardians are vital to Your Advance. Our organization values their ideas, thoughts, and feelings. We encourage them to share ideas, concerns, and thoughts with the Executive Director. We ask that Participants not speak publicly on behalf of Your Advance unless given prior permission from the organization. If the Participant is approached by the media without notice as they are serving in the community or at any other location, our organization asks that they please refer the media to the Support Center at [info@youradvance.org](mailto:info@youradvance.org). This will help avoid misinformation and allows for consistency in communications with the public.

Sometimes Participants like to share their experiences on social media, market in conversations with family and friends, or to wider online community. While on social media, please connect, interact, and tag us in their posts, so we can respond or share. Information about our social media accounts can be found on [www.youradvance.org](http://www.youradvance.org).

Your Advance is always excited to interact with our Participants online and appreciate them spreading the word about Your Advance's mission and services to their own networks. We ask that Participants to please respect the following guidelines:

- Please write from your own point of view, not Your Advance's. Be clear about your position in the organization. As a Participant with Your Advance, you represent us while you are performing your volunteer service, but you are not an official spokesperson. However, simply by your association you are perceived as an ambassador at any time you discuss the organization.
- If you're not sure about details, please talk to the Executive Director before posting. We're always happy to answer any questions or fact check a social media or blog post.
- If you've had a negative experience, please talk with us directly so we can discuss and try to remedy the situation. Please refrain from personal attacks or being disrespectful toward others.
- Always identify yourself as a volunteer or program participant when you post on social media.
- Be aware of your audience and the people your comments could impact.
- Please do not use the Your Advance logo without prior approval from the Executive Director.
- As a courtesy, we appreciate knowing about your posts. You can email links to the Support Center at [info@youradvance.org](mailto:info@youradvance.org).

All participants acknowledge and agree that their failure to abide by these terms and conditions may result in immediate termination from our organization, future admission denial with any Your Advance activity, and/or be subject to legal consequences.

Please note, certain aspects may not be completely addressed in this document but do apply to support the goals of the Your Advance's programs. Details may be subject to change without notice.

### **SECTION XIII. Sharing and Disclosure of Personal Information**

Participants such as the Student and their Parent/Guardian and Volunteer(s) agree to share and/or exchange personal contact information for the purposes of instruction and learning to participate in Your Advance's programs.

### **SECTION XIV. Requesting Printed Copies**

In order to conserve resources, Your Advance will not distribute paper copies of the Program Manual to Participants. However, an electronic copy of the Program Manual is available on the Your Advance website at [www.youradvance.org/manual](http://www.youradvance.org/manual).

If you require a paper copy of the Program Manual, please contact the Support Center via email at [info@youradvance.org](mailto:info@youradvance.org). Please include your first and last name, address to be mailed to, and the request itself in the email. Allow for a minimum of 48 hours for Your Advance to respond to email. Limited copies are available, however, when supplies become depleted, a printed copy may not be available at the time of request.

At any time, Your Advance reserves the right to deny the request for a printed copy. The maximum allowance for a requested printed copy of the Program Manual is one per enrolled family per semester.

### **SECTION XV. Legal Notices Disclosure**

All Participants, including but not limited to, students, volunteers, and their parent/guardian acknowledge they have read and agree to the Terms and Conditions, Privacy Policy, the Program Manual, Legal Disclaimers and Disclosures, and information on the Children's Online Privacy Protection Act prior to participating in any Your Advance activity or program.

The Program Manual can be accessed online at [www.youradvance.org/manual](http://www.youradvance.org/manual). All other legal notices can be accessible online at [www.youradvance.org/legal](http://www.youradvance.org/legal). For additional information or clarifications, please contact the Support Center through the contact methods posted online at [www.youradvance.org/contact](http://www.youradvance.org/contact).