

2024-2025 LEARN Works Agreements and Policies

The below agreements and policies include both Camp LEARN Works and the LEARN Works After School Academic and Enrichment Program. Please adhere to the agreements and policies of the respective services you are enrolling. Agreements and policies will distinguish between the two services by the name of the service, Camp LEARN Works or LEARN Works After School Academic and Enrichment Program. If the agreement and/or policies pertain to both services, they will state the service name of LEARN Works or the Ada Jenkins Center in general.

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LEARN Works Enrollment Agreement

1.- The purpose of Camp LEARN Works is to refresh reading skills before the start of the new school year through fun skill building and enrichment. I understand that I am enrolling my student for CAMP LEARN Works, with the camp beginning on **July 29, 2024**, and concluding on **August 16, 2024**.

2.- I understand that daily attendance is required at Camp LEARN Works and agree to ensure that my student is present at the camp every day. I understand that if my student must be absent from the camp, I will contact camp staff before the beginning of the camp day and will provide **supporting documentation to be considered a valid excuse. Notifications without such will be considered unexcused and will end your student's participation in the camp. All documentation must be sent to admin@adajenkins.net. There will be no early pickup.**

3.- My Camp LEARN Works student will **arrive between 8:15 – 8:45 am** and will be **picked up** each day **between 3:10 – 3:30pm** by either myself or an authorized pickup person. Being picked up after 3:30pm will be discouraged and considered tardy. If my student is late being picked up, I understand that my student may be dismissed from the camp.

4.- The purpose of the LEARN Works After School Academic and Enrichment Program is to advance students academically and to advance family engagement. I understand that I am enrolling my student for the **2024-2025** school year, with the program beginning on **September 9th, 2024** and concluding on **May 9th, 2025**. The program will be closed on all Charlotte Mecklenburg Schools' teacher workdays, early release days, school holidays, and during spring break. The program will also close for the winter break on **December 13th, 2024**, and will reopen for the spring session on **January 6th, 2025**.

5.- I agree to ensure that my student is present at the LEARN Works After School Academic and Enrichment Program every day. I understand that if my student will be absent from the program, I will contact program staff before the beginning of the program day. **Absences require supporting documentation to be considered a valid excuse. Notifications without such will be considered unexcused.** (Example: Sally became sick and the parent notified LEARN Works After School Academic and Enrichment Program. But, because Sally's mom opted not to take Sally to the doctor and did not submit a doctor's note, this absence is considered unexcused. The only

way this absence would be excused is if Sally went to the doctor and submitted a doctor's note.). **Five consecutive unexcused absences without notification could result in dismissal from the program. More than 10 unexcused absences in the program year will result in immediate dismissal from the program. Excessive excused absences can also result in dismissal from the program.** Early pickups are discouraged as they are not beneficial to student progress. Therefore, early pickups will accumulate as unexcused absences. I also understand that *if my student does not attend school, they should not attend LEARN Works After School Academic and Enrichment Program that afternoon.* All documentation must be sent to **admin@adajenkins.net**.

6.- My student will be **picked up** each day from the LEARN Works After School Academic Enrichment Program by the stated dismissal time by either myself or an authorized person. Dismissal at the Huntersville site begins at 6:00 pm and 6:10 pm at the Davidson site. Being picked up after 6:20pm at the Huntersville site and 6:30 pm at the Davidson site will be discouraged and considered tardy. If my student is late being picked up on more than 3 occasions, I understand that my student may be dismissed from the program.

7.- **Sports/Extra-curricular activities**

Students attend our program due to their academic need. Therefore, academics are a priority. Absences or early pick-ups for activities such as regular/seasonal sports, clubs, dance, etc. will not be approved. We recommend that you make arrangements with coaches or activity leads for participation **after** the LEARN Works program time.

8.- I will **update** my LEARN Works student's information file if my address or phone numbers change and/or if the **names, addresses, or phone numbers** of emergency contacts change as well. I will inform the LEARN Works staff in writing if my student's usual dismissal plans change. All documentation must be sent to admin@adajenkins.org.

9.- **Behavior Expectations Policy** of the LEARN Works.

Our four LEARN Works Expectations of Students are:

- ❖ Show Respect.
- ❖ Be kind with your words and actions.
- ❖ Come prepared and follow directions.
- ❖ Work and play safely.

Policy on Bullying

At LEARN Works, bullying is not tolerated by students, volunteers, or staff. Students found to have exhibited the behavior of bullying will be disciplined according to our interventions, suspensions, and dismissal procedures.

DEFINITION

The following is the accepted definition of bullying at LEARN Works:

Bullying occurs when a person is exposed repeatedly and over time to negative actions on the part of one or more persons.

Bullying has four elements:

- 1) there is an imbalance of power (physical, intellectual, or emotional),*
- 2) the action is repeated over time,*
- 3) the action is intentional – that is, the bully is trying to hurt or intimidate the targeted victim, and*
- 4) there is an unequal display of emotional distress (Olweus, 1993).*

Examples of behavior that is NOT bullying:

- Someone saying they don't like you – We all don't have to like each other, but we do have to respect each other.
- A single act of telling a joke about someone – Someone making a hurtful joke one time does not constitute bullying.
- Arguments/Fighting – If disagreements get out of control and turn into a fight or an argument this is not bullying.
- An isolated act of harassment, aggressive behavior, intimidation, or meanness- This is evidence of bad behavior, but the behavior must be repeated to be considered bullying.

Olweus, D. (1993) *Bullying at School: What we know and what we can do.*
Oxford, UK: Blackwell

I understand that I am not permitted to speak to another student regarding their behavior choices at any time. If I have concerns, I will speak with a staff member and request an intervention meeting to address and resolve. I understand that a staff member may contact me or request an intervention meeting with me to address concerns if my student is not meeting expectations. I understand that upon contact or receiving an intervention meeting request, I will respond immediately to partner and help resolve. I also understand that an immediate pick-up of my student may be required. I will familiarize myself with the interventions, suspensions, and dismissals

procedures below. I understand and will fully support my student and the program in meeting these expectations.

10.- Homework Policy of the LEARN Works After School Academic and Enrichment Program:

I understand that my student's homework is not guaranteed to be completed while at the program and that I am responsible for seeing that my student's homework and other academic assignments are **completed and returned to school**. I will communicate any school projects to the staff in a timely fashion to see how my student can be supported. I understand that the program's primary focus is to help my student progress in missing prerequisite skills and not the completion of homework. I understand and support fully the ***Homework Policy*** of the LEARN Works After School Academic and Enrichment Program.

11.- Parent/Family Participation Pledge for Camp LEARN Works

Camp LEARN Works will host 2 parent/family workshops during the 3 weeks of camp around tips in supporting your student for the new school year.

- **AUGUST 9th, 2:00pm to 3:00pm** – First Parent or Family Workshop
- **AUGUST 16th, 2:00pm to 3:00pm** – Second Parent or Family Workshop
- **STUDENTS WILL BE DISMISSED RIGHT AFTER WORKSHOP**

12.- Parent/Family Participation Pledge for LEARN Works After School Academic and Enrichment Program:

The mission of the LEARN Works After School Academic and Enrichment Program is to partner with families, schools and volunteers to foster academic development, personal growth and to provide enrichment opportunities that give meaning to the educational experiences of our students. As a parent of a participant, your participation in the partnership is the key to the success of your student.

The following is a list of activities that are required of the parent/guardian.

- Fully complete student enrollment information **during your scheduled enrollment appointment**.
- Have your student participate in a **pre-assessment by August 16th**.
- Attend the **Family Orientation on September 7th**.
- Provide LEARN Works with MAP Reports, DIBELS Reports, or other assessment reports.
- Attend Fall and Spring Parent-Instructor Conferences.

- Communicate with LEARN Works staff when requested and provide academic information such as report cards, IEPs or other teacher feedback to LEARN Works staff.
- Maintain accurate contact information and medical information.
- Attend **at least two** LEARN Works activities or workshops. This is in addition to Family Orientation and Parent-Instructor Conferences.

The following is a list of activities that are important to the success of your student and are helpful to developing a strong partnership with the program staff.

- Look through the backpack together and help your student keep materials organized.
- See that my student's homework and other academic assignments are **completed and returned to school.**
- **Access MobyMax Parent Portal** to see your student's reading assessment results and monitor their progress **on a regular basis.**
- Communicate frequently with program staff members.
- Keep aware of program events and news by viewing/reading Class Dojo messages, text messages, etc.
- Complete program evaluations or other parent surveys.
- Share your ideas for ways to improve the program.

13.- **Parental Assumption of Risk Agreement:**

In consideration of the benefits (including planning, facilities, staffing, experience and other benefits) of participating in the Ada Jenkins Center LEARN Works, its field trips and other activities to be undertaken, during which my student will participate in activities on and off of the Ada Jenkins premises (collectively, the "Activity"), I hereby agree to the following terms.

1. I agree to assume all risks and responsibilities associated with my student's participation in the activity, including without limitation the risks associated with travel to and from the Activity.

2. On behalf of myself and my student, I hereby release and hold harmless The Ada Jenkins Center and its employees and agents from any and all liabilities, costs or consequences of the Activity, including without limitation death, injury, or damage or loss of property (collectively "Damages"). I understand that this agreement relates to any act or failure to act of the Ada Jenkins Center or its employees or agents.

3. On behalf of myself and my student, I agree not to sue or otherwise hold the Ada Jenkins Center, its employees or agents responsible for Damages.

14.- Photo and Video Permission

LEARN Works has my permission to photograph and use pictures, electronic images, or video footage of my student for press/media and promotional materials including social media platforms.

15.- School Information Permission for LEARN Works After School Academic and Enrichment Program

The LEARN Works After School Academic and Enrichment Program has permission to access my student's school records, including, but not limited to, grades, test scores, reading level assessments, IEP plan, ESL plan, PEP plan and 504 plan. This information will be kept confidential and used only to evaluate the effectiveness and impact of the Ada Jenkins Center LEARN Works After School Academic and Enrichment Program. I also give permission to the Education Services Directors, program instructors and other program staff members to access PowerSchool to assist my son/daughter.

16.- Technology Policy

A personal technology device (PTD) is a portable Internet-accessing device that is not the property of LEARN Works that can be used to transmit communications by voice, written characters, words or images, share information, record sounds, process words, and/or capture images, such as a laptop computer, tablet, smartphone, cellphone, personal digital assistant or E-Reader. A student may possess a PTD on LEARN Works property, at program activities and at program functions, provided that before and during program hours the PTD remains off and put away. With the approval of the Directors, instructors and enrichment leaders may permit students to possess and use PTDs during the program day for educational purposes. "Educational purposes" include student education, research and skill development. Possession of a PTD by a student is a privilege, which may be revoked for violations of the *expectations and policies that are not adhered to*. Violations may result in the confiscation of the PTD (to be returned only to a parent) and/or other disciplinary actions as outlined in the program's interventions, suspensions, and dismissal procedures below. LEARN Works is not responsible for theft, loss or damage to PTDs or other electronic devices brought onto Ada Jenkins Center's property. Students permitted to use PTDs during the program day must follow all rules set forth in the Ada Jenkins Internet Access Agreement, and sign the Ada Jenkins Internet Agreement (see below).

17.- Ada Jenkins Internet Access Agreement

Ada Jenkins offers community members electronic Internet access powered by a cable modem. Those under the age of 18 must have written permission before using the Internet. All internet users will read the Ada Jenkins Acceptable Use Guidelines and sign the Ada Jenkins Internet Agreement. Any violation may result in termination of Internet and computer lab privileges, and legal action may be taken.

Ada Jenkins Internet Acceptable Use Guidelines

The Internet will be used in a responsible, efficient, ethical, and legal manner.

I. Unacceptable Use

Unacceptable uses include, but are not limited to the following:

- A. Violation of copyright laws
- B. Forwarding personal communications without the author's consent.
- C. Using offensive or harassing statements, including disparagement of others based on race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.
- D. Sending, receiving or soliciting sexually oriented messages or images.
- E. Sending chain letters or soliciting money for any reason.

II. "Netiquette" Rules

Users must abide by Internet etiquette rules. These rules include, but are not limited to the following:

- A. Be polite; rudeness is never acceptable.
- B. Use appropriate language; do not swear, use vulgarities or any other abusive language.
- C. Do not reveal personal addresses, phone numbers, or passwords.
- D. Do not disrupt the use of the network.
- E. Do not change computer settings.
- F. Assume all communications and information accessible via the Internet is private property.
- G. Do not print more than five pages during each visit to the lab, unless permission by a lab monitor (a LEARN Works permission must be obtained from a classroom coordinator to make copies).

III. Vandalism

Internet vandalism is defined as any malicious attempt to harm or destroy equipment and/or data belonging to an Internet user or the Ada Jenkins Center. This includes, but is not limited to uploading, creating, or transmitting computer viruses. Vandalism of computer systems is a violation of criminal law. Internet vandalism will be reported to the authorities and Internet and computer lab privileges will be terminated.

IV. Illegal Messaging

Messages in support of any illegal activities will be reported to the authorities, and Internet and computer lab privileges will be terminated.

V. Privileges

The use of the Internet at Ada Jenkins is a privilege, not a right. Inappropriate use will result in the limitation or cancellation of Internet and/or computer lab privileges. The Ada Jenkins Center will periodically check the workstations for any signs of inappropriate use.

VI. Disclaimer

The user accepts personal responsibility for any information obtained via the Internet at Ada Jenkins. Ada Jenkins will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or the transmission of inaccurate information.

18.- **Student Dress Code**

LEARN Works students' clothing should be comfortable and appropriate for a variety of activities that occur regularly during the program. Any clothing, accessories or outerwear that advertises alcohol or drugs will not be permitted. Likewise, any profanity, derogatory or sexually suggestive clothing will not be allowed. Below are some guidelines for school dress:

Shirts and Tops:

- Tank tops should be at least 3 fingers wide.
- No spaghetti straps or halter tops allowed.
- All tops should completely cover underarms, abdomen, back shoulders and midriffs.
- No cleavage should be shown.
- Undergarments must be covered at all times and shall not be seen through other garments.

Shorts, Shirts and Dresses:

- All shorts, skirts and dresses must be worn at the waist and be of an appropriate length – below the longest fingertip.

Pants:

- No sagging. Pants should be worn at the waist with a belt when needed.
- Underwear may not be visible.
- Leggings must be worn with a shirt, dress, shorts or a skirt that is an appropriate length- below the longest fingertip.

Footwear:

- On most days students will participate in some sort of physical activity. Students should wear sneakers or other shoes that would allow them to participate in physical activities.
- Students should not wear flip-flops or slip on shoes that do not have some sort of ankle strap or fitting.
- Students may not wear shoes with wheels or cleats.

Headwear:

Hats, bandanas, and sunglasses are not permitted in the building.

Any other clothing that is considered disruptive will not be allowed. Parents will be contacted to bring appropriate clothing to school for students who are not dressed according to the above dress code expectations.

19.- Interventions and Dismissals regarding Camp LEARN Works

When a student and/or parent(s) is/are observed or is/are reported that they are not meeting expectations or adhering to policies (including the below listed), the LEARN Works After School Academic and Enrichment Program will conduct the following responses.

- Consistent and severe disruption to the learning environment
- Cyberbullying
- Fighting (also includes staff and volunteers)
- Misconduct during off-campus activities
- Profanity, obscenities, and/or derogatory language
- Unsafe actions

Level 1 Responses:

- Redirection and conversation with student
- Time-out for short periods of time
- Parent contact after 3rd redirection/conversation and/or time-out

Level 2 Responses:

- Intervention meeting with parent and warning of dismissal

Level 3 Responses:

- Dismissal

*Some behaviors and violations of policies, such as fighting, may warrant an initial higher level of response. Example-fighting is automatic suspension.

20.- Conditional Enrollment with LEARN Works After School Academic and Enrichment Program

I understand that the LEARN Works After School Academic and Enrichment Program monitors academic need, academic growth, behavior, parent cooperation, and attendance. If I have been given a notice of conditional enrollment, my student's participation in the program is granted by each evaluation period conducted on the following dates: September 7th to October 31st; November 1st to December 13th; January 6th to March 14th and March 17th to May 9th. Continued participation is conditional on changes in academic need, academic growth, behavior, parent cooperation and/or attendance. Dismissal decisions will be provided at the end of the current evaluation period or sooner.

21.- Interventions, Suspensions, and Dismissals regarding the LEARN Works After School Academic and Enrichment Program

When a student and/or parent(s) is/are observed or is/are reported that they are not meeting expectations or adhering to policies (including the below listed), the LEARN Works After School Academic and Enrichment Program will conduct the following responses.

- Consistent and severe disruption to the learning environment
- Cyberbullying
- Fighting (also includes staff and volunteers)
- Misconduct during off-campus activities
- Profanity, obscenities, and/or derogatory language
- Unsafe actions

Level 1 Responses:

- Redirection and conversation with student
- Time-out for short periods of time
- Parent contact after 3rd redirection/conversation and/or time-out

Level 2 Responses:

- Intervention meeting with parent and conditional enrollment
- Suspension
- Warning to referral of level 3 response

Level 3 Responses:

- Dismissal

*Some behaviors and violations of policies, such as fighting, may warrant an initial higher level of response. Example-fighting is an automatic suspension.



**BLANKET FIELD TRIP PERMISSION SLIP
FOR 2024-2025**

LEARN Works may have several field trips. In place of having one permission slip for each trip, we are providing this blanket permission slip to cover all field trips. This blanket field trip permission slip covers trips up to 50 miles, transported via Ada Jenkins Center vehicle(s) or contracted transportation, as well as walking trips within the Davidson neighborhood. Notification describing each individual trip will be given prior to each field trip.

If there is a specific trip you do not wish your student to participate in, you may notify the assistant director at that time. You must also make other arrangements for after school for that trip day.

Please fill out and sign the form below.

**BLANKET FIELD TRIP PERMISSION SLIP
FOR LEARN Works 2024-2025**

I give my student _____ permission
Student's name(s)

to go on field trips with Ada Jenkins LEARN Works.

Parent's/Legal Guardian's Printed Name _____

Parent's/Legal Guardian's Signature _____ Date _____

Grievance Procedure for Participants



During my time as an enrolled participant, if for any reason I am displeased with the actions of a program staff member or disagree with any policy, I will follow the outlined grievance procedure:

- Request a meeting with the staff member with whom I have questions or problems via email or handwritten letter. Any questions and issues I have will be addressed in that meeting. Solutions or other items addressed in the meeting will be provided to me in writing by the staff member following that meeting. The meeting with the staff member will include another staff member of the Ada Jenkins Center and a guest may join me as well.
- If a solution is not determined with the program staff member, I will schedule a meeting with the appropriate program director via email or handwritten letter. Any questions and issues I have will be addressed in that meeting. Solutions or other items addressed in the meeting will be provided to me in writing by the program director following that meeting. The meeting with the program director will include another staff member of the Ada Jenkins Center and a guest may join me as well.
- If a solution is not determined with the director, I will schedule a meeting with the CEO via email or handwritten letter. Any questions and issues I have will be addressed in that meeting. Solutions or other items addressed in the meeting will be provided to me in writing by the program CEO following that meeting. The meeting with the CEO will include another staff member of the Ada Jenkins Center and a guest may join me as well.

I understand the grievance policy as outlined above. I agree to request a meeting with the appropriate staff member as detailed above via email or handwritten letter within 30 days of any concern I might have.

Participant's signature

Date