

English

Program Manual

Spring
2021



Dear Parents, Students, and Volunteers:

The Program Manual is an integral part of your success within Your Advance. In this Manual, we outline the necessary framework of our programs, along with all rules, expectations, and limitations. Your Advance places value having a structured learning environment where both students and volunteers can pursue excellence regardless of challenges.

To uphold our mission, values, and goals, the Executive Leadership team has thoroughly developed and reviewed the Program Manual. The purpose of the Program Manual is to promote the responsibilities and conduct necessary for success.

We hope to foster a passion a learning for everyone: parents, students, and volunteers. Together, as an organization and a team, we can advance our knowledge today for a better tomorrow

Sincerely,

The Exectuive Leadership Team



Need Assistance?



Our team is always ready to help you.

Students and Parents, please direct all inquiries to:



**Maria
Alonzo**

Senior Director of
Operations



Email:
maria@youradvance.org

Office Phone:
+1 (941) 867-0631

Volunteers and Mentors, please direct all inquiries to:



**Morgan
West**

Senior Director of Administrative
Development



Email:
morgan@youradvance.org

Office Phone:
+1 (941) 882-0085





Executive Leadership

Profiles

For inquiries, reach us at: Email: info@youradvance.org | Phone: (941) 882-0085





Denny Lu

Executive Director

As a junior at Manatee High School in Bradenton, Florida, Denny spends his time promoting West Florida's community wellness. Being a passionate leader about sharing opportunities to succeed, Denny founded Your Advance to be the first non-profit, student-led organization in the Suncoast area to inspire all students, regardless of their socio-economic challenges, a chance to succeed.

Before founding Your Advance, Denny led one of Manatee and Sarasota counties' most extensive career and technical student organizations as the Gulf Coast Regional President for HOSA-Future Health Professionals serving Manatee, Sarasota, and Desoto counties. During his tenure with HOSA, Denny empowered middle and high school students entering the healthcare profession a chance to explore their ambitions through access to school-based learning opportunities. Denny is honored to be a part of the integral team of leaders at Your Advance in supporting students from all economic backgrounds a chance for a successful academic journey.

Email: denny@youradvance.org





Maria Alonzo

Senior Director of Operations

Maria Alonzo is a senior dually-enrolled at Manatee High School and State College of Florida in Bradenton, Florida. By mentoring in several programs like UnidosNow's Making Math Fun and Students for S.T.E.M. projects, Maria is continually looking for new ways to help young students succeed. Maria has dedicated her time to helping countless immigrant families with learning the English language.

At a leadership capacity, Maria has also led translation teams at UnidosNow community programs, directed FAFSA workshops, and volunteered to distribute food to the people in need in Sarasota County.

As a Senior Director at Your Advance, Maria ensures our operations are efficient to amplify our mission of helping more families every day.

Email: maria@youradvance.org





Morgan West

Senior Director of Administrative Development

Morgan West is a junior dually-enrolled at Fellowship Baptist Academy and Seward County Community College in Liberal, Kansas. Morgan is currently working towards her Associate's Degree in Business and a Certificate in Business Administration Technology.

Morgan has experience owning a branch of her father's business and enjoys learning new management skills. From her experience as the business manager, Morgan assumed multiple responsibilities including planning routes, supporting employees, and maintaining positive customer relationships.

Since joining the Executive Leadership team, Morgan has been pivotal in enacting effective methods to streamline volunteer and student enrollment. Morgan is delighted to serve as a Senior Leader at Your Advance and will continue to contribute to the success of our community.

Email: morgan@youradvance.org



Mackenzie Cokenour

Deputy Director of Instructional Management

The Deputy Director of Instructional Management oversees the quality and development of educational material for volunteers.

Mackenzie Cokenour is a junior at Manatee High School in Bradenton, Florida. She works to be a reliable and consistent tutor for those in need. Despite participating in several extracurriculars and working part-time, she strives to be a stable and consistent tool for her peers and students in need. Mackenzie is happy to be apart of the Your Advance team to help both tutors and students strive to be their best.

Email: mackenzie@youradvance.org





Gabriela Gonzalez- Duarte

Deputy Director of Family Engagement

The Deputy Director of Family Engagement coordinates communication between students and volunteers to ensure our programs are effective.

As a senior in the dual-enrollment program at Riverview High School and Suncoast Technical College in Sarasota, Florida, Gabriela is a student of practical nursing and honor classes. She is the Treasurer of the HOSA-Future Health Professionals club at her school and is an active member of the Brain Health Initiative in Sarasota. As Deputy Director, Gabriela is committed to providing the best quality of services to the community.

Email: gabriela@youradvance.org





Andres Gutierrez- Quintero

Deputy Director of
Community
Outreach

The Deputy Director of Community Outreach evaluates local needs and oversees partnerships with other organizations to support our vision.

Andres is an IB senior at Riverview High School in Sarasota, Florida. Andres has dedicated much of his time to promoting education in the community by serving as president of Riverview's Cornerstone Club, a boy's mentorship and service club. Along with these experiences, Andres is a Deputy Director with Your Advance and is honored to be able to dedicate his time to help it achieve its mission of supporting students in their pursuit of higher learning.

Email: andres@youradvance.org





Joshua Segebre

Lead Instructor



The Lead Instructor supports volunteers and mentors by training and recruiting an innovative team to serve our community.

Joshua Segebre is a junior enrolled in the Advanced International Certificate of Education (AICE) program at North Port High School in North Port, Florida. At school, Joshua is the Founder and President of the UnidosNow club which is dedicated to serving underrepresented students who want to pursue postsecondary education. Joshua dedicates his time to organizations such as the Brain Health Initiative to support the research of brain health. Joshua is honored to serve students and volunteers of all backgrounds in order to achieve their dreams.

Email: joshua@youradvance.org





Megan Watters

Deputy Director of Marketing Strategies

The Deputy Director of Marketing Strategies develops content and public relations material to help our organization have an established presence locally and abroad.

As a junior dually-enrolled at Manatee High School and State College of Florida, Megan Watters strives to be connected in her community. Megan is currently Secretary of Key Club and is responsible for the club hours and works to resolve any club members' problems. Despite being a Dual Enrollment and AP student, Megan finds time to be active in her community. Megan is honored to help promote Your Advance and spread progress in the community.

Email: megan@youradvance.org





Terms and Conditions

for All Participants

For inquiries, reach us at: Email: info@youradvance.org | Phone: (941) 882-0085



Notice Regarding Program Manual

Effective 8th, February, 2021

The Program Manual will be reviewed annually for any clarification, additions, or deletions that may be necessary. Students, parents, volunteers, and mentors, if you have any questions regarding the contents of Program, consult the Executive Leadership team. All volunteers, students, and parents/guardians must read and comprehend the Program Manual as it outlines the responsibilities and conduct of students in the program.

The purpose of this document is to ensure the countless hours and resources provided by volunteers to students are beneficial to the learning process. Please note, failure to read this document is not a viable reason to excuse from possible removal from or admissions denial into any Your Advance programs.

All Students, Volunteers, Mentors, and Families will be hereinafter referred to as "Participants". Each party may be referred to individually.

Section I. Introduction

Prior to enrolling in any tutoring services with Your Advance, Students, Parents/Guardians, and Instructors understand that all activities will be subject to the Your Advance Program Manual (this document) and other agreements legally signed by both parties. 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 Student denial for admissions and removal from the program. Failure to read this document does not serve as basis for immunity from consequences, including but not limited to, removal from the program and denial from future Your Advance programs and/or volunteering.

Non-Profit Organization Overview

YourAdvance 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.

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. General Code of Conduct

All Participants must abide by the following rules and regulations:

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

Section III. Student Code of Conduct

All Students must abide by the following rules and regulations:

- Student must respect the work and intellectual property rights of others, and will not intentionally copy, damage, or delete another user's work. Student will properly cite my sources when he/she uses someone's information, pictures, media, or other work in my own projects and assignments.
- Student must respect the privacy of others.
- Student knows that the use of any Your Advance technology resources are at my 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.
- All assignments from pervious conference session must be completed before the start of the upcoming conference.
- Personal electronic devices used will not be held responsible for any damage or theft of personal property by Your Advance.

All Participants under the age of 13 and their Parent/Guardians must familiarize themselves with the Children's Online Privacy Protection Rule (COPPA) .

"COPPA imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age."

For more information, visit:

<https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>



Section IV. Data Collection Security

Your Advance encourages Participants to interact to promote a productive educational experience. Data may be collected that identifies students with their respective learning progression and targets such as through practices and surveys. The purpose of this 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 third parties, including but not limited to, Zoom and Google Classroom. Although these services are proven to be secure, Your Advance cannot guarantee servers or systems to be free of failures in security or vulnerabilities. Therefore, Your Advance will not be held responsible for the compromise, loss, or theft of data in these scenarios.

Section V. Waiver of Accountability

As a Parent/Guardian or Volunteer or Mentor or Student:

I agree to not hold Your Advance, its volunteers, and any other stakeholders responsible for the loss, theft, damage, compromise, mishandling, failure of any data or hardship during our program. I will waive my right for filing any compensation, arbitration, or lawsuit against Your Advance, its volunteers, and any other stakeholders for any matters and will resolve them through communication with the Your Advance parties.

Upon the participation of any Your Advance program, I agree to this Waiver.

Section VI. Views Expressed Disclaimer

Student, Volunteer, and Parent/Guardian acknowledge that statements or opinions expressed by volunteers and/or mentors during Tutoring Sessions are those of themselves only. They do not purport to reflect the opinions or views of Your Advance, its leadership, other volunteers. Student and parent/guardian agree to not hold Your Advance, its leadership, or others responsible for these statements or opinions.



Section VIII. General Photo Release

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. Parent/Guardian understand that I will not receive any compensation for or any rights to these photographs, videos, likeness, etc., and will release and fully discharge Your Advance from any liability for their use.

Section IX. Sharing and Disclosure of Personal Information

All Participants agree to share personal contact information for the purposes of instruction and learning to participate in Your Advance's programs.

Section X. Legal Notices

All Participants 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 beginning of any program from Your Advance. The Program Manual can be accessible online at www.youradvance.org/manual. All other legal notices can be accessible online at www.youradvance.org/legal.

Section XI. Requesting Printed Copies

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. If you require a paper copy of the Program Manual, please contact the Executive Leadership team via email at 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.






Section XII. Additional Stipulations

Certain aspects may not be completely addressed in this document but do apply in order to support the goals of the Your Advance's programs. Details about our programs and the Program Manual may be subject to change without notice.

Inspiration is our mission.



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For more information, visit www.youradvance.org.

