



## **PROGRAM POLICIES AND GUIDELINES 2019**

**RJ Community Education Center**

**4115 West Martin Luther King Junior Boulevard**

**Los Angeles, CA 90008**

**Phone: (213) 392-9317**

**Email: [baldwinbethany7@gmail.com](mailto:baldwinbethany7@gmail.com)**

## **LAUNCH Academy Goal**

Our goal is to provide a summer enrichment program that empowers each participant by providing activities that are rooted in the following principles:

**Leadership**

**Academic Excellence**

**Unleashing Potential**

**Nutritional Health**

**College Bound**

**High Self-Esteem**

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**Participating adults are held to a high standard and are expected to adhere to and sign a pledge to uphold the Code of Conduct (included for your information).**

### **Code of Conduct | Adults; Instructors, Volunteers and Program Staff**

Student-safety is extremely important to the Baldwin Bethany Community Development Corporation. While it's important that students be held accountable for their conduct, it is also important for adults treat everyone equally, fairly and respectfully. To that end, the Code of Conduct must be followed to ensure those tenets of fairness and equality are consistent throughout LAUNCH Academy. We have adopted the same Code of Conduct esteemed by the Los Angeles Unified School District. As similarly noted in LAUSD Code of Conduct, we also encourage cultivation of positive relationships with students, employees and all individuals who work with or have contact with students.

- ❖ Maintaining a safe environment, Instructors, Volunteers, Program Staff and Visitors required good judgment and avoid situations including but not limited to:
- ❖ Meeting individually with a student behind closed doors, regardless of gender.
- ❖ Engaging in any behaviors, either directly or indirectly with a student(s) or in the presence of a student(s), that are unprofessional, unethical, illegal immoral, or exploitative.

- ❖ Touching or having physical contact with a student(s) that is not age-appropriate or within the scope of the employees/individual's responsibilities and/or duties.
- ❖ Meeting with or being in the company of student(s) off campus, except in school-authorized and/or approved activities.
- ❖ Communicating with student(s), in writing, by phone/Email/electronically, via Internet, or in person, at any time, for purposes that are not approved by administration, nor specifically school-related.
- ❖ Adults; Instructors, Program Staff, Visitors and Volunteers are restricted to using the restrooms inside the Bethany Baptist Church. Restrooms inside the RJ Community Educational Center are not for adults but are for Student Use Only.

### **Code of Conduct | Instructors, Volunteers and Program Staff Pledge:**

*I understand the guidelines and procedures described in the LAUNCH Academy Program Policies and Guidelines.*

*I received the Code of Conduct and agree to adhere to the guidelines and restrictions therein.*

*I understand that violation of conduct policy may result in removal from the program and possibly further action.*

*I pledge to abide by program policies and guidelines to exercise good behavior, good judgement, proper respect for others, and full participation in the program.*

SIGNATURE Adult Doe

***LAUNCH Academy Summer Enrichment Program***

***June 24, 2019 – Aug 2, 2019***

### **Pick Up/Drop Off**

Each morning between **8:00am – 8:45am**, registration tables will be set up in front of the Education Building (located behind the Church) for parents and students to sign-in with our staff. Parents must walk their child up to the table and check in with a staff member.

**Please arrive by 8:45am as classes will begin promptly at 9:00am.**

**Lyft and Uber services cannot be used to drop off and pick up your child.**

Each afternoon between **12:00pm – 1:00pm**, registration tables will again be set up for parents to sign out with our staff. **You must pick up your child by 1:00pm!** If you have an emergency and you know that you will be late to pick up your child, please call the program office at **(213) 392-9317**.

**When dropping off and picking your child up from the program, you must park your car and walk over to the registration table and sign your child in and out with a program staff person.**

**Students must arrive by 8:30am to receive breakfast.**

### **Attendance Policy**

All students must attend the program by the second day of the program. **Any student not in attendance on the second day will be dropped in favor of a student on the wait list.** It is important that students arrive by **8:45am** to be ready for academic instruction at 9:00am.

### **Tardiness**

Tardiness will not only limit the student's experience, but it will also disrupt the classroom for others. **Students arriving after 9:00am must be walked to the office and signed-in.** After 9:15am students are considered as tardy. Tardy arrival to camp three (3) times in 1 week will be considered as one (1) absence.

### Absenteeism

If a student is absent more than 3 days in the first 2 weeks of the program, they will be dropped in favor of a student on the waitlist.

### **Behavior Policy**

Behavior management is a critical factor in maintaining a safe and productive environment for students, staff, volunteers and instructors. Students are expected to conduct themselves in a non-disruptive manner.

### Inappropriate Behavior

Instructors will remove students who exhibit inappropriate behaviors from the classroom and send to members of the administrative team in the program office. These behaviors include but are not limited to:

- Bullying
- Disrespecting staff, teachers, volunteers
- Disrupting the class
- Fighting
- Inappropriate language
- Invasion of other's personal space
- Theft
- Vandalism

### Further Action

If a second violation occurs, the student will be removed from the classroom and sent to the designated member of the administrative team for escalated behavior problems and parent/guardians will be contacted. A parent conference must occur, and a behavior contract signed before the student will be allowed to return.

### Final Action

If a third violation occurs, the student will be removed from the classroom and sent to the designated member of the administrative team. The student will need to be picked up immediately and removed from the program.

### **Immediate Removal**

If a student engages in disruptive behavior or behavior that would normally result in a school suspension, the student will be removed from the classroom and sent to the designated member of the administrative team for removal from the program.

Students using or in possession of alcohol, drugs, tobacco or weapons will immediately be removed from the program.

Students that deliberately threaten others or seek to cause harm will immediately be removed from the program.

Students who violate the law will be subject to legal action by the appropriate authorities.

### **Electronic Device Policy**

No electronic devices may be used during instructional time – **9:00am - Noon**. Devices on the campus must be turned off and put away. If a student has an electronic device out, an instructor or other program staff member may confiscate the device. Students will be able to get confiscated devices from the program office. The first offence, the device will be returned at the end of the day. If this is the second offense, the parent will need to get the device from the program office. The second electronic device violation the parent will need to pick up the device from the program office. The program is not responsible for lost, stolen, or damaged electronic devices.

### **Illness**

If a child becomes ill while attending the program, (e.g. headache, stomachache, etc.), he/she will be referred to the program office. If necessary, a call to the parent or guardian will be made. In the event of an emergency, the proper emergency medical system will be activated, (i.e. 911, Fire, or Paramedic).

**Medication:** If your child requires medication while at camp, we must have written instructions. The medication will be dispensed to the student by designated program personnel at the specified time.

### **Breakfast and Lunch**

A nutritious breakfast snack and lunch will be provided by **Our Little Helpers**. Students **must arrive by 8:30am to receive a breakfast snack**. If your child has food allergies, please make a note on the registration form and speak with one of the Program Directors. We will do everything in our power to help your child with food selections, but if your child has severe allergies or a significantly restricted diet, we encourage you to send your child with a lunch and snacks.

### **Dress Code**

Students should be dressed in appropriate school attire at all times. Discretion of program personnel will prevail in determining appropriate attire. Should a student violate the dress code, parents will be contacted to bring appropriate clothing to the education center.

#### ***Follow these guidelines:***

- Dress safely and appropriately for educational activities
- Clothing must be neat, clean, and not disruptive to the educational environment
- Articles of clothing and jewelry cannot display profanity, gang symbols or slogans which promote tobacco, alcohol, drugs, violence, illegal activities, racial/ethnic/religious prejudice
- Closed toe shoes **MUST** be worn
- Revealing clothing is not permitted
- Hoodies must not be worn in the classrooms

### **Off Limits**

All buildings not used for the summer enrichment program are off limits to students. It is important that students follow these guidelines for their safety.

### **Program Contacts**

Staff will be available **Monday – Friday, 7:30am – 1:30pm** when the summer enrichment program is in session at **(213) 392-9317**.

**Program Director:** Rod Miles

**Program Coordinator:** *TBD*

**Program Administrator:** Denise Anderson

**After hours, please contact Baldwin Bethany CDC at (213) 392-9317 and leave a message. A staff member will contact you within 24 hours.**



**Parent and Student Pledge:**

*We understand the guidelines, procedures, and conditions of enrollment described in the LAUNCH Academy Program Guidelines. We understand that any violation of the behavior policy, attendance policy, or failure to meet all enrollment requirements may result in removal from the program. We pledge to abide by all program policies and guidelines to exercise good behavior, proper respect for others, and full participation in the program.*

STUDENT SIGNATURE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

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

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