

Program Expectations

Welcome to programming at The Possible Zone (TPZ)! We're here to equip you with skills to design your future. Please review the program policies and procedures for participation.

\$Stipends\$

Students within the Possible Zone's programs receive scholarship stipends for enrolling and participating in the program. **Stipend checks (or direct deposit) are issued every two weeks.** If you are unable to pick up your check at TPZ, it will be mailed to your address on file.

- **Direct Deposit:** your money is automatically transferred electronically from TPZ to your bank/cash app or venmo/paypal. We can help with getting you set up with Direct Deposit
- **Checks:** If you decide you want a check, you must cash it at a bank not a PLS check cashing place. TPZ uses Citizens so you can go to a Citizens Bank to cash it out without getting a fee.

Attendance

All classes are in person at TPZ's Innovation Center.

To get your daily stipend:

- You must attend the full class. Arriving late (**after the start of class**), or **leaving early** will prevent you from earning the stipend for that day.
- Three missed days will require a meeting with the Student Support Team
 - Student Support will work with you to create a plan
 - You can still make up missed work, but you'll receive half of the usual stipend
- Failure to adhere to attendance or time-keeping regulations and excessive absenteeism and/or tardiness can result in your removal from the program.
- We understand that things happen! Please let your Educator/Staff know so we can work with you & support you

School Year Students: If you **DO NOT** attend the program by **Day 2**, your spot will be given away and you will need to wait until the next term to attend.

Summer Students: If you **DO NOT** attend the program by **Day 1**, your spot will be given away to another student on our waitlist.

Participation Policy

This policy outlines the expectations for student participation

- Active Participation
 - Actively participating group activities and projects that connect to key projects of the day
 - Making progress toward assigned projects of the day
- Stipend Considerations
 - Full stipends are awarded to students who actively participate and make progress towards key projects of the day

- Reduced stipend may be applied in the following situations
 - Being late to class without documented/approved reason
 - Leaving 20 min early without documented/approved reason
 - Taking an extended or unexcused break from class (over 10 min)
 - Not actively working towards key deliverables. Examples of behaviors that demonstrate lack of participation towards completion of key deliverables:
 - Sleeping in class
 - Over using tech for personal reasons without permission
 - Disengaging consistently from class activities during the assigned time
 - Whole Group
 - Small Group
 - Individual
 - Documentation
- Stipend Forfeiture: In severe cases of non-participation the stipend may be forfeited for the day

Grounds for Dismissal

Any violation of The Possible Zone policies or any conduct considered inappropriate or unsatisfactory may, at the Program Team's discretion, subject the student to disciplinary action. The Program Team reserves the right to terminate a student immediately for serious misconduct.

The examples cited below are not intended to be an all-inclusive list:

- Reporting to TPZ under the influence of alcohol, marijuana, or illegal drugs or narcotics or using, selling, dispensing, or possessing alcohol or illegal drugs or narcotics on TPZ property.
- Smoking or vaping on TPZ property, including pervasive odor of marijuana that disrupts the learning environment
- No weapons (pocket knives, pepper spray, tasers, etc.)
- Any act that creates an unsafe participation environment. An "unsafe participation environment" is an environment where others are being disrespected, and/or any conduct that is an "act of violence". This includes but is not limited to hostile verbal/physical confrontations, non-constructive criticism, using profane, extreme, or abusive language, and other unprofessional behaviors.
- Personal conduct that is dangerous to others or violates TPZ safety regulations.
- Any act of dishonesty, including theft or misappropriation of funds, time, or property or the private property of others in the space.
- Damaging, defacing, destroying or abusing, or sabotaging TPZ property or the property of others in the space.
- Sexual harassment/sexual misconduct or other conduct or behavior that interferes with the ability of other students to do their work.

Daily Student Check-In and Out

- **You must check in AND check-out** at the front desk **every day** you come to TPZ.
- After you check in, proceed to and through the **secure program entrance** under the atrium stair. (Only TPZ students, staff, and escorted guests can go into this area). You can then proceed to the

student lounge or your class area.

- **Once you check in, there is no leaving the building and coming back on the same day** - If you leave the building during programming you may not return that day
- **Please do not leave for the day without checking out.** This is a safety measure!

Multi-Use Facility

For safety reasons, please remain within the secure TPZ program space on the first and second floor and the basement, unless escorted by a TPZ staff member

- TPZ has 4 floors. You're **NOT** allowed on the 4th floor, in the staff lounge, staff restrooms, or any "Back of House" areas (like the mechanical room, storage, etc.). You also **CANNOT** ride the elevator alone – always go with a staff member

Other Important Policies

- For safety reasons, no guests are allowed. You need to be enrolled in TPZ to be here. No bringing friends, siblings, or anyone else. We have specific events where you can bring friends and siblings.
- **Fab Lab Rules:** Wear closed toed shoes, make sure your hair and clothes are tied back, and no food or drinks allowed in the Fab Lab.

Security & Emergencies

- **Cameras Everywhere:** There are security cameras all over the building (except bathrooms).
- **If you witness something that you think is a danger or emergency:** Tell a TPZ staff member right away.
- **Emergencies:** In an emergency, listen to your Educator or the nearest Staff Member.
- **Evacuation:** If we need to leave the building, stay with your class and your Educator. We will meet in the parking lot across the street at 61 Heath Street.

Completion of Program & Bonus

All activities assigned by your educator must be completed in the given timeframe by the deadline in order to receive a stipend for that day. However, **if you miss any days, you will be required to submit this material before the end of the term.** **School Year Students Only:** If you attend **all** classes and participate in all the milestone events, you will also receive a \$75 bonus at the end of the term

