



## The Opportunity Network 11<sup>th</sup> Grade Student Contract

*As an OppNet Fellow and a young professional, we expect you to hold yourself accountable to the following expectations. See below for expectations of OppNet Fellows as well as the Community Agreements for the Class of 2031. Please read each guideline carefully before providing your signature at the end of the document.*

### Requirements for All Program Participants:

#### *Attendance and Communication*

- Fellows are expected to be actively engaged in OppNet programming and communicate regularly with OppNet staff to maintain *Active* status in the program. Please carefully review the [Overview of Student Statuses at OppNet](#). We will connect with you about your status at OppNet each semester to support your consistent engagement and eligibility for full OppNet support. We will partner with you to make a plan that fits your needs and will allow for you to maximize your participation in the Fellows Program. You will be notified of any status changes.
- Fellows are required to maintain an attendance rate of 80% or greater to remain in active standing. Fellows are allowed an absence rate of 20% (including both excused and unexcused), provided they give advance notice via email of at least one week to the OppNet staff. For Fall and Spring programming, you are only permitted 3 absences (excused or unexcused) only when necessary.
  - Excused absences include, but are not limited to, family emergencies, sickness, religious observances, and school-sponsored athletic games, events, and trips.
  - Examples of unexcused absences include going to see your friend in a talent show, attending a birthday party, visiting with out of town friends, participating in a study group, or attending sports practice.
- If Fellows drop below an attendance rate of 80% or have excessive lateness in a semester (Fall/Spring), their parents/guardians and/or school counselor may be contacted.
- Fellows are expected to be punctual for every session. If a Fellow is going to be late, they must notify OppNet staff via email as soon as possible. Any Fellow arriving to class 30 minutes or later may be asked to return for another lesson date during that week
- OppNet will send reminders and updates via text in addition to email. Fellows are expected to respond to texts when prompted. Staff may call students to facilitate better communication or connect with Fellows who are not responsive via email during business hours (10am-6pm, M-F). Fellows are expected to respond via text, call, or email within 24 business hours.
  - OppNet will only communicate with Fellows during business hours. Any communication sent by a Fellow outside of those hours or days will be responded to on the following business day.
- Fellows who meet the attendance and punctuality guidelines will be eligible for higher caliber internships during the summer and greater options to participate in special activities throughout the year.

- Fellows are expected to bring their OppNet ID to all OppNet programming (this includes satellite sites in the Bronx and Queens, as well as offsite locations). Fellows are responsible to keep OppNet IDs safe.
  - If your OppNet ID is lost, OppNet will cover the first replacement. Fellows will be responsible for and charged a \$35 fee for any subsequent ID replacements after the first free replacement.

### *Expected Attire/Dress*

- Fellows are encouraged to dress business casual for our weekly in person classes and more comfortably for weekly virtual classes.
- Fellows are required to dress professionally (business casual) for specific networking events (virtual or in-person). These events will be indicated on Fellows' syllabuses and communicated with advance notice.
  - More details on professional dress norms will be provided during our Professional Dress workshop

### *Fellow Engagement & Involvement*

- Fellows are required to complete assigned tasks and assignments by the deadline assigned.
- If a Fellow is unable to complete an assignment or task by the deadline, they should email [11thgradefellows@opportunitynetwork.org](mailto:11thgradefellows@opportunitynetwork.org) should they have any conflict.
  - Note that assignment completion is integral to ensure you are staying in an Active Student Standing. Having less than a 80% of a completion status on all assignments will place you in jeopardy for a shift in your status.
- Fellows are encouraged to utilize the OppPortal and UninterruptED platforms to ensure they are staying up to date with any tasks and assignments
- Fellows should use the OppPortal Virtual platform in accordance with the intended use, which include obtaining class details, completing tasks and assignments, communicating with other Fellows and/or staff, and accessing any Summer Opportunities (when indicated).
- Fellows that participate in after-school activities should communicate with their coach or teacher and make them aware of their commitment to OppNet. Participation in other extracurricular activities should not impact Fellows ability to attend OppNet and will not be considered an "Excused Absence" from OppNet.
- Fellows are expected to exhibit a high level of maturity, demonstrate a hunger to learn more and take advantage of all professional development opportunities they are confronted with inside and outside the program. Students are also expected to come ready to contribute during program sessions. Engaging in our virtual sessions can look like having cameras on, unmuting to speak, typing in the chat, and adding their responses on any given online platform we use that day.

## Class of 2031 Community Agreements

1. Show up physically present
  - a. Active listening
  - b. One mic
  - c. Eye contact
  - d. No phone use
  - e. Be engaged!
2. Be respectful
  - a. Keep the space clean
  - b. Respect each other's opinions / perspectives (even when you disagree)
  - c. Be open-minded to others' experiences
  - d. Build and respect your own and others' boundaries
3. Be inclusive
  - a. Respect each other's backgrounds and identities
  - b. Everyone is equal regardless of race, gender, ethnicity or culture
  - c. Use inclusive language (no discrimination)
  - d. Treat others how you want to be treated
4. Be mindful
  - a. Think before you speak
  - b. Be on time
5. Communication is key!!!
  - a. Ask questions
  - b. Reach out for help when you need it and support one another
6. Take accountability for your actions
7. What we share here, stays here
8. Be productive
  - a. Use your time wisely, you get what you put in!
  - b. Take the learnings with you!
9. Be open to trying new things
  - a. Maximize social interactions
  - b. Being open to learn about each other and help each other out
10. Have fun!

### *Acknowledgement of Agreements*

- I have read and agree to the policy statements above regarding attendance and punctuality.
- I have read and agree to the policy statements above regarding expected dress.
- I have read and agree to the policy statements above regarding participation in the OppNet Summer Opportunities Program.
- I will continue to maintain my academic course work at school and will reach out to OppNet for any additional support.
- I will respond to OppNet emails and phone calls **within 24 business hours**.
- I will complete OppNet assignments, surveys, and projects by their due date, and I will come prepared for each OppNet session.
- I will participate in OppNet's SAT/ACT program throughout the spring and summer **unless** I have special permission from an OppNet staff member to attend another prep program.
- I will notify OppNet staff of any changes in my contact information **within one week** of this change.
- I will be **on time** for all OppNet events, including weekly sessions, SAT/ACT classes, and other special events.
- I will treat my OppNet peers and the OppNet staff with dignity and respect as outlined by the Community Agreements created as a group and I will maintain a positive attitude.
- I will support and encourage communication between myself, OppNet staff, and my parents/guardians and teachers/school administrators. I understand that anything I talk about or share with OppNet staff – including my records and information – while always handled in a private manner, may be shared with my parents/guardians, teachers/school administrators, or doctors/mental health professionals if OppNet is concerned about my safety or well-being at any time.



### Overview of Student Statuses at OppNet

We connect with you about your status at OppNet each semester, and prioritize you staying engaged and eligible for full OppNet support. We will partner with you to make a plan that fits your needs and allows for you to maximize your participation in the Fellows Program. You will be notified if your status changes.

Status	Level of Engagement from Fellow	Supports from OppNet
Active	<ul style="list-style-type: none"> <li>● Attends required workshops, meetings, and events and meets expectations as outlined in this contract</li> <li>● Stays in communication with OppNet teams (including notifying of attendance conflicts, college decisions, wellness time, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>● Invited to all OppNet workshops and events, including special events and networking opportunities</li> <li>● Receives communication about OppNet happenings, opportunities, and internships</li> <li>● Eligible for summer program matching and nominations</li> <li>● Eligible to receive summer funding</li> <li>● Eligible to receive emergency funding</li> </ul>
Sabbatical	<ul style="list-style-type: none"> <li>● Has notified OppNet of a life circumstance that requires stepping back from programming and communication</li> <li>● Might be engaged with Wellness Support</li> </ul>	<ul style="list-style-type: none"> <li>● Receives communication about OppNet happenings, opportunities, and internships</li> <li>● Eligible for Wellness Support</li> <li>● Could become eligible for summer opportunities</li> </ul>
Pending	<ul style="list-style-type: none"> <li>● Missed repeated OppNet events, meetings, assignments or workshops without notifying OppNet of</li> </ul>	<ul style="list-style-type: none"> <li>● Invited to all OppNet workshops and events</li> <li>● Receives communication about OppNet happenings,</li> </ul>

	<p>a life circumstance that requires stepping back</p> <ul style="list-style-type: none"> <li>• Works to re-engage with OppNet regularly and reflect on ability to uphold program expectations to avoid becoming dismissed. <ul style="list-style-type: none"> <li>◦ Re-engagement is with the Fellows' year specific team and/or with the Wellness Team.</li> </ul> </li> <li>• Makes progress towards engagement by a deadline set by OppNet in order to move into Active Status and receive full supports</li> </ul>	<p>opportunities, and internships</p> <ul style="list-style-type: none"> <li>• Not eligible for summer opportunities</li> <li>• Eligible for Wellness Support</li> </ul>
Dismissed	<ul style="list-style-type: none"> <li>• Has not re-engaged with OppNet after being notified of 'pending' status and still not reengaging with OppNet</li> </ul>	<ul style="list-style-type: none"> <li>• Receives no communication or invites from OppNet for programming, events, or resources.</li> <li>• Removed from OppNet Fellows roster.</li> </ul>
Withdrawn	<ul style="list-style-type: none"> <li>• Student tells OppNet they would like to leave the program</li> </ul>	<ul style="list-style-type: none"> <li>• Receives no communication or invites from OppNet for programming, events, or resources.</li> <li>• Removed from OppNet Fellows roster.</li> </ul>