

College Readiness and Leadership Program



CRLP

Parent/Student

Handbook

Revised in August, 2015

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CRLP Introduction

The College Readiness and Leadership Program (CRLP) is a mentorship program designed to help *qualified* students improve their skills in:

- Academics
- Voluntary Public Service
- Expedition/Exploration
- Personal Development (social-emotional-athletics)

We believe that students within a collaborative and cooperative environment will excel at academics while reaching their full intellectual, mental, physical and emotional potential.

CRLP is a committed long term interactive mentor-mentee relationship which will help the students` achievement, improve their academic and social skills and enhance the student`s probability of acceptance into top ranking colleges and universities in the Nation as well as around the world.

CRLP Mission and Vision

Mission:

CRLP mission is to provide academic and social opportunities to prepare *high achievers* in quest of higher education need in order to develop STEM, leadership and teamwork skills which are vital to the real world experiences that they will face outside of high-school.

Vision:

CRLP vision -for every eligible student- is to perform their highest potential and be accepted into exceptionally ranking universities around the nation as well as in other countries and provinces.

CRLP Major Components

CRLP has four major components.

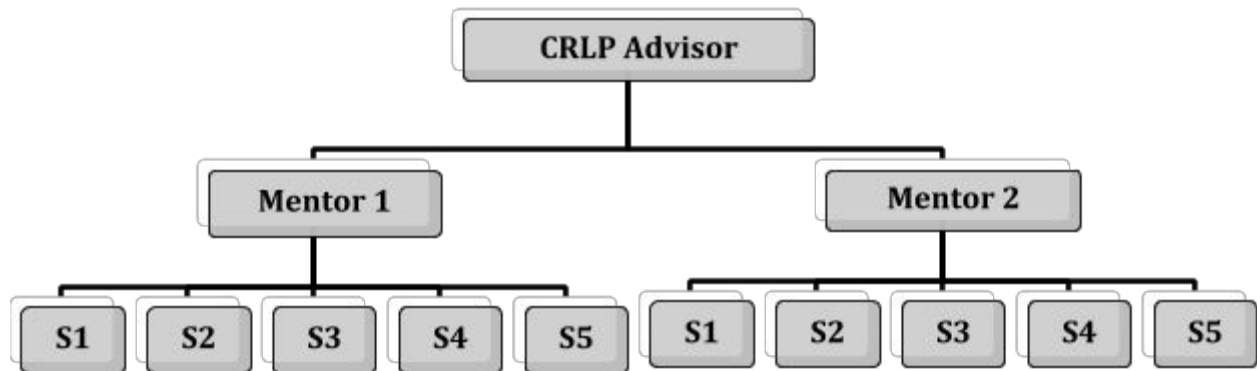
These components are vital to the acceptance of students into top colleges.

Academic, physical, leadership, exploration/expedition

Grade-wide selection of top eligible 5 students forms a team.

One volunteer mentor/teacher is assigned to each team.

The mentors (staff, teacher, alumni or qualified adult) form his/her own group.



*Number of students in each team may vary.

Required and Highly Recommended Program Areas

CRLP Students are highly encouraged participating at least one of the programs below:

- Congressional Award
- Student Government/Council
- Boys/Girls Scout
- NHS/NJHS
- I-SWEEEP
- Regional/State/National Science Fair
- Regional/State/National Science Olympiad

- STEM Based Camp/Programs
- Math Counts
- UIL(University Interscholastic League) Academic/Athletics
- Robotics

CRLP Leadership Seminar Topics

- 1- Introduction to Leadership
- 2- Time Management
- 3- Setting and Reaching Goals
- 4- Working Together Effectively
- 5- Communication and Personal Effectiveness
- 6- Conflict Management
- 7- Strategic Thinking and Planning
- 8- Problem Solving and Decision Making
- 9- Building Leadership
- 10-Serving Others
- 11-Choosing The Right Friends
- 12-Building Trust

Parent Responsibilities

- Sign the consent form for your child's admission into the program.
- Encourage your child regularly attend to his/her group activities
- Notify your child's CRLP Mentor Teacher if there is a change of address, other contact information or any other change in the family that might affect your child's participation in the program.
- Participate in family gatherings such as picnics, dinners, assemblies, etc.
- Communicate regularly with student's Volunteer Mentor Teacher.
- Track the student's performance via quarterly reports
- Make the payment of the extracurricular activities associated with CRLP.
- Voluntarily Participate as a chaperon in CRLP activities if needed.

Student Responsibilities

- Commitment to a specific amount of time per week or month
- Commitment to learn.
- Meet weekly, monthly, yearly requirements:

For Middle School Students:

	Weekly	
Weekly minimum requirements:	Group	Self
Academic Study or Competition Prep	60 mins	60 mins
5 th -8 th grades [Book Reading]	30 mins	30 mins
Character Education – Each CRLP student will prepare a character education topic to present his/her group members	20 mins	
Social and Sports Activities	90 mins	
Weekly progress meeting with mentor Gradebook, Aleks, MAP, Benchmark Check	30 mins	

For High School Students:

	Weekly	
Weekly minimum requirements:	Group	Self
Academic Study * in school tutoring	90 mins	90 mins
9 th -11 th grades: SAT Vocabulary * in school tutoring	30 mins	30 mins
Book Reading - 101 books by college board	40 mins	60 mins
Character Education – Each CRLP student will prepare a character education topic to present his/her group members.	20 mins	
Social and Sports Activities	90 mins	
Weekly progress meeting with mentor Gradebook, Aleks, MAP, Benchmark Check	30 mins	

- Set goals with mentor for his/her academic and social progress and devote his/her time and effort to achieve these set goals.
- Take responsibility for personal growth and success
- Full time attendance (unless it is an emergency) to CRLP activities including
 - Weekly gatherings with a mentor
 - Camps, Trips, sport activities
 - Leadership and Career development seminars

All other programs associated with CRLP

- Best behavior
- Try not to get any DPS points and understand that if DPS points exceed 40, it requires dismissal from the CRLP
- For high school students, keep GPA as high as possible and understand that if the GPA drops below 3.00 for a quarter, it requires dismissal from the CRLP.
- For middle school students, keep your average grade of Math, Science, ELA and Social Studies courses as high as possible and understand that if your average grades of the aforementioned courses drops below 80, it requires dismissal from the CRLP.
- Fulfill the assigned duties during the CRLP activities by mentor.

CRLP Selection/Dismissal Procedure

Pre-Qualification

6th thru 8th graders

1- Selection Procedure:

- a. The students *successfully* participated in CRLP during the previous year, will be directly admitted to the program upon mentor availability.
- b. For the new students the selection should be done according to following weighted criteria

Previous year's State Test scores (Math & Reading)	50%
GPA	30%
Discipline Records	20%
	Letter from Dean of Students (No Out of School Suspension)
Minimum two teachers' recommendation letters	Required

According to aforementioned criteria, the top ranking students will be eligible to enroll into the CRLP and the following ones will be put onto the waiting list.

9th and 11th graders

1- Selection Procedure:

- a. The students successfully participated in CRLP during the previous year, will be directly admitted to the program upon mentor availability.
- b. For the new students the selection should be done according to following weighted criteria

Most recent ReadyStep/PSAT/SAT/EOC Test Result	50%
GPA	30%
Discipline Records	20% Letter from Dean of Students (No Out of School Suspension)
Minimum two teachers' recommendation letters	Required

According to aforementioned criteria, the top ranking students will be eligible to enroll into the CRLP and the following ones will be put onto the waiting list.

Application Process

Invitation letters will be sent to eligible students' parents via both email and mail **in April**. Parents will be invited to CRLP information session **in May**.

After the general parental information session, a meeting may be held to provide further detailed information to parents about their child's responsibility as a student in the program. During this time the signed consent forms will be collected. Parents in the waiting list may be called upon availability.

!!! Related CRLP Competition based clubs should be formed before the CRLP Registration Deadline!

Dismissal

Student will be dismissed from the CRLP if:

- ✓ The student fails to attend a total of three events and does not provide a valid excuse.
- ✓ Student does not meet his/her academic requirements and other duties/assignments for 3 times.
- 9th-11th grades: if Student's Semester GPA drops below 3.00
- 5th-8th grades: the average grade of Math, Science, ELA and Social Studies courses drops below an 80 in one semester.

- Student gets out of school suspension or his/her DPS point reaches above 10/quarter.

Other Rules:

- If student gets *in school suspension*, student *may not* be accepted to CRLP for the following year/semester.
- The student may be fully or partially suspended from the CRLP activities for 3-6 weeks if:
 - ✓ Student's GPA decrease during the semester
 - ✓ The core subject teachers or administrators have concerns about the students behavior and academic performance
- The student will be dismissed from the CRLP if he/she is suspended from program more than two times in a year.

CRLP Parent Agreement Form

Dear Parent of _____

Congratulations!

Your child has been elected to become a member of the SST's College Readiness and Leadership Program (CRLP). To complete registration, we request you to read the CRLP Handbook carefully and sign the following agreement form and return it to the Program Coordinator/Advisor Mr./Mrs. _____ by _____ we would like to remind you that your first CRLP meeting will be held on _____. Please attend this meeting with your child. Your absence at first CRLP Parent meeting may void your child's eligibility. Therefore please do not miss this opportunity for your child's future!

SST

COLLEGE READINESS AND LEADERSHIP PROGRAM AGREEMENT

STUDENT

I have reviewed all of the responsibilities and expectations of the College Readiness and Leadership Program (CRLP). I understand, acknowledge and agree to abide by all of the rules and expectations of the CRLP which is written on the "Responsibilities of Students" addendum. Moreover, any failure to follow CRLP responsibilities may result in my dismissal from the program.

Student's Name, Last Name: _____ Grade/Section: _____

Signature: _____ Date: __ / __ / ____

PARENT

We (I), the parent (s)/guardian of _____, have reviewed all of the responsibilities and expectations of the College Readiness and Leadership Program (CRLP). We (I) understand, acknowledge and agree to abide by all of our (my) responsibilities pertaining to the CRLP as a parent which is written on the "Responsibilities of Parents" addendum. Also We (I) agree to regularly communicate with the volunteer mentor teacher and encourage and support our (my) child to actively participate in the CRLP.

____ **For liability**, We (I), the parent (s)/guardian of the student mentioned in the CRLP Handbook understand and agree that the CRLP is a volunteer activity and function performed by SST Schools. This release is intended to cover all injuries of every name, type, kind or nature, and personal

CRLP Parent Agreement Form

property damage, if any, which may be sustained or suffered from any cause connected with or arising out of, or from participation in all of the CRLP events. I give permission for my child to participate in all activities of the CRLP, and I do not hold the SST Schools liable for my child.

____ **For transportation**, by signing this form parent(s) give(s) consent to his/her child to take the transportation provided by school or teacher. Means of transportation could be any public, rental or private vehicles driven by an adult.

____ **For Activity Costs**, I am aware of the fact that, CRLP is volunteer based program held by SST Schools and all I am responsible of the costs of the CRLP program activities such as Camps, Trips, etc. and I will make the payments on time. Any outstanding payment may result in inadmissibility of my child to the activity.

Parent's Full Name: _____

Signature: _____

Date: __ / __ / ____

Contact Details:

Home Address: _____

Phone Number: (____) ____ - ____

Email: _____

VOLUNTEER MENTOR TEACHER

I have reviewed all of the responsibilities and expectations of me pertaining to the College Readiness and Leadership Program (CRLP). I understand, and agree to abide all of the rules, responsibilities and expectations of me to the CRLP and, I will voluntarily work with my assigned students to implement CRLP as a mentor.

I will work closely and contact with the CRLP Coordinator/Advisor if I will not be able to attend any of the CRLP meetings between Coordinator/Advisor, students and parents. I understand excessive absences will result in my removal from the program.

Mentor's Name, Last Name: _____

Signature: _____

Date: __ / __ / ____

CRLP Fundraising Ideas

CRLP students will have academic and personal development activities during the academic year, such as camps and trips etc.... Due to the high demand of hands-on activities implemented in the CRLP program, fundraising will be done by CRLP students to raise the funds that will be needed to continue the program. Below are some sample ideas:

Sales: CRLP students may work together to sell goods in the school during dismissal time. Some selling item ideas include: Bake sale items, candy, pizza, soda etc...

- 1- Carwash: Students can prepare a brochure or letter about their fundraising activities. They can distribute them to parents during dismissal time and wash cars Saturdays at school.
- 2- Dinners: Students can organize dinner at school or out of school location and sell tickets.
- 3- School yard sales: Students can collect selling goods (toys, house goods etc.) and sell them in their school.
- 4- Students can visit local neighborhood companies and talk about the CRLP program and activities and ask for help in a manner that is respectful and inoffensive students can print school newspaper and get commercial advertisement.
- 5- Parents' nights at restaurants: Students can go to restaurants and collect a discount and fee for each parent to go to that restaurant for dinner.
- 6- Students can meet with PTO members, administrators and staff members to get different ideas for fundraising ideas.

CRLP students are required to follow campus fundraising procedures. Campus principal permission is **mandatory** for all fundraising events.

CRLP Recommended Activity Chart

	In State Trip	Out of state/IVY Campus Trip	Camps
Grade 6-8	2	0	10 days 4 Regular Camp + 6 Leadership
Grade 9-11	2	1	12 days 6 Regular Camp + 6 Leadership

Parent's/ Student's suggestions / ideas /feedback for next year's CRLP

➤ _____

➤ _____

➤ _____

➤ _____

➤ _____

