

# College Readiness and Leadership Program



## CRLP

### Parent/Student Handbook

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## **CRLP Introduction**

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

Social Networking

Academics

Extracurricular activities

Personal development

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 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:**

The mission of the CRLP is to provide the academic and social opportunities high achievers in quest of higher education need in order to develop leadership and teamwork skills. Things such as these are vital to the real world experiences that they will face outside of high-school.

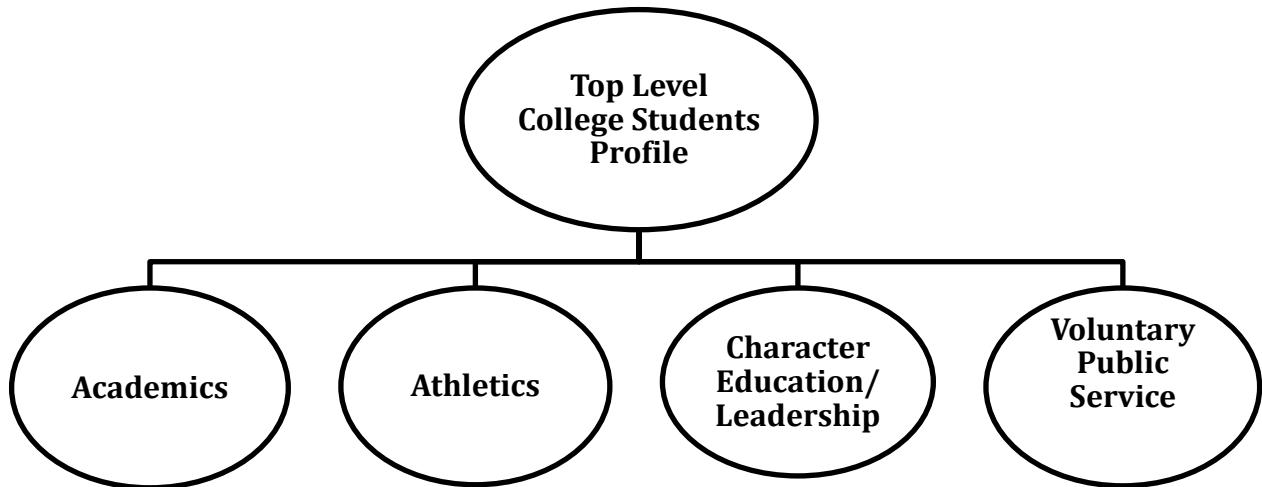
### **Vision:**

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

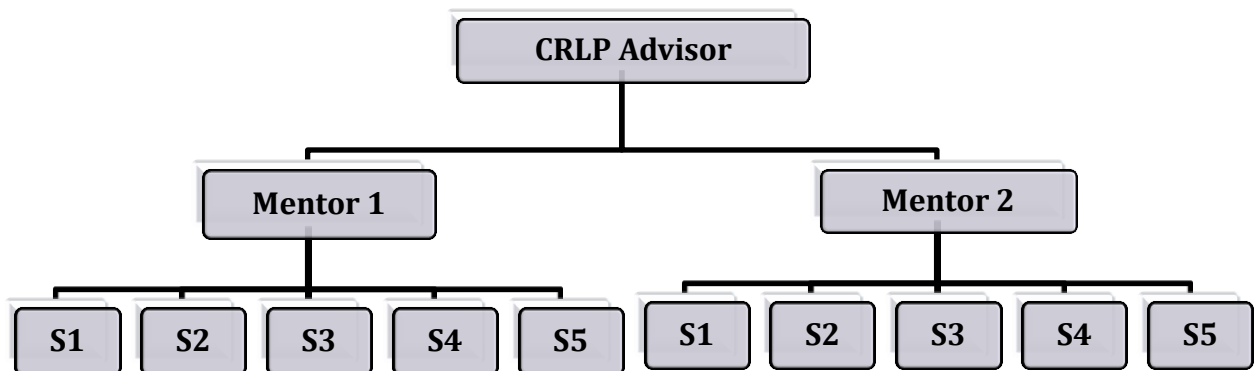
## CRLP Major Components

CRLP has four major components.

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



A grade-wide selection of the top ranking students will form a team. One volunteer mentor teacher is assigned to each team.



\*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
- Any other prestigious clubs/activity which will benefit students on the way of college.

## **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 **in May**.
- Encourage your child to regularly attend his/her group activities
- Notify your child's CRLP Mentor Teacher if there is a change of address or 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, thus the regularity of meetings is agreed upon.
- Commitment to learn.
- Meet weekly, monthly, yearly requirements:

### For Middle School Students:

<b>Weekly minimum requirements:</b>	<b>Weekly</b>	
	<b>Group</b>	<b>Self</b>
Academic Study	60 mins	60 mins
6 <sup>th</sup> -8 <sup>th</sup> grades [Book Reading]	30 mins	30 mins
Character Education – give each student a topic to prepare a presentation for and let him/her present the topic to their group members.	20 mins	
Social and Sports Activities	90 mins	
Weekly meeting with mentor	30 mins	

**For High School Students:**

<b>Weekly minimum requirements:</b>	<b>Weekly</b>	
	<b>Group</b>	<b>Self</b>
Academic Study	90 mins	90 mins
9-11 <sup>th</sup> grades: SAT Vocabulary	30 mins	30 mins
Book Reading High Schools - 101 books by college board	40 mins	60 mins
Character Education – give each student a topic to prepare a presentation for and let him/her present the topic to their group members.	20 mins	
Social and Sports Activities	90 mins	
Weekly meeting with mentor	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 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

#### 6<sup>th</sup> thru 8<sup>th</sup> 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 comers 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.

#### 9<sup>th</sup> and 11<sup>th</sup> 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 comers 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.
- 9<sup>th</sup>-11<sup>th</sup> grades: if Student's Semester GPA drops below 3.00
- 6<sup>th</sup>-8<sup>th</sup> 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 ... {Student's Name}...**

Congratulations!

Your child has been elected to become a member of the .....School'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. \_\_\_\_\_ {CRLP Coordinator/Advisor}... by \_\_\_\_\_ {date}.... Moreover we would like to remind you that your first CRLP meeting will be held on \_\_\_\_\_ {date}.... 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 precious opportunity for your child's future!

### ..... **SCHOOLS**

CAMPUS NAME

#### 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 ..... 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 ..... 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 ..... 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



