# Concept Young Scholars Program

# Student & Parent  Handbook 2018-2019

**www.cysp.us**

# Responsibilities & Duties

All CYSP Scholars will be responsible for the following duties:

●	A CYSP Scholar is responsible for submitting his/her CYSP activities with an electronic device (smartphone, computer, laptop, tablet, etc.) within two weeks after the activity. After two weeks pass, scholar's adviser does not have to approve it.

●	If a CYSP activity requires proof, the scholar has to attach it into their CIS account or hand it to his/her adviser.

●	Scholars need to attend  weekend enrichment programs (on either Saturdays or Sundays) for a Silver medal and 6 weeks for a Gold. It is the scholar's responsibility to follow up with his/her adviser's scheduled dates for the weekend enrichment programs. The required amount of weekend enrichment programs for both Silver and Gold levels must be attended without exception in order for the student to be awarded.

●	If scholar's goal is Silver or Gold, the scholars need to attend all overnight and out of town activities which are organized by their adviser, coordinator and the school administration. If you miss any activities, there may not be any make up for them. Make up for missed activities depends on the advisor's availability.

●	If a scholar's parent(s) does not participate in any CYSP activities or does not accept home visits, the student cannot reach  PLUS level.

●	While a student is enrolled in CYSP, it is their responsibility to abide by all school and CYSP rules and regulations.

All CYSP (student and parent) ACTIVITIES SHOULD BE DONE OUT OF CLASS TIME!!! (except all school organized college and in-town/out of town trips, peer tutoring).

Only activities completed or performed after school, on weekends or during lunch break and advisory time will be accepted as a CYSP activity.

*** ACTIVITIES (test, tutoring, fitness, character education, meeting, etc.) DURING CLASS TIME, CAN NOT BE CONSIDERED AS A CYSP STUDENT/PARENT ACTIVITY ***

# PROGRAM OVERVIEW

The Concept Young Scholars Program (CYSP) is a multifaceted program that is designed to prepare students in the 5th to 12th grade in all Concept schools to become well-rounded individuals by actively following their interests, diversifying their experiences, and getting more education.

Students who commit to the CYSP program will be engaged in a systematic process that guides, recognizes, and rewards their progress. The program encourages activities such as academic competitions, college trips, and excursions.

Once students successfully register for the CYSP program, they will be asked to select an adviser. If the selected adviser is unavailable, scholars will be assigned to other advisers by the school CYSP coordinator. Advisers will assist in planning activities, monitoring progress, and setting goals in the following areas:

- Personal Development
- Voluntary Public Service
- Physical Fitness
- Expedition / Exploration

Scholars will be awarded Gold, Silver and Bronze medals and certificates at an awards ceremony held at the end of the school year. Completing the requirements for CYSP and taking advantage of educational and experiential opportunities allow scholars to build stronger portfolios for their future careers.

## FOUR PROGRAM AREAS

### PERSONAL DEVELOPMENT:

Scholars set goals to maximize their potential with the assistance of advisers who help at every stage of planning to reach goals and enable personal development. The personal development areas include the following:

- Progress Monitoring Meeting
- Extra-curricular Activity
- Character Education
- Reading
- Weekend Enrichment Program
- Individual Test Practice / Tutoring

### VOLUNTARY PUBLIC SERVICE:

Instilling the importance of public service and social responsibility to CYSP scholars is an essential role of the program. To introduce the importance of helping their community is a crucial part of the scholars' early development. With awareness for public service and community work, our scholars will gradually learn the benefits of giving their time to create a better environment for everyone. The Voluntary Public Service areas include the following:

- Peer Tutoring
- Community Service

### PHYSICAL FITNESS:

Nurturing a healthy lifestyle is an important aspect of the CYSP program. Scholars will improve their quality of life through participation in fitness activities. CYSP will challenge scholars to set and achieve a measurable goal in physical activities.

The purpose of Expedition and Exploration is to develop in scholars a spirit of adventure and discovery. Organizing, planning, training, and completing this area requires self-reliance, determination, and cooperation. These trips are designed to further expose students to various outdoor activities while broadening their social experience. The Expedition and exploration areas include following:

- Overnight activities
- Intercultural activities
- In-town Trips
- Out of town Trips
- College trips

## CYSP PLUS CATEGORIES

Many researches confirm that parents' involvement in their children's education can be one of the biggest predictors of student success. Parents are encouraged to increase their interaction and discussion with their children and to also be more responsive and sensitive to their children's social, emotional, and intellectual developmental needs. With parents' involvement, they will have a better understanding of the adviser's job and the importance of CYSP program.

CYSP program has "plus" categories with parent involvement; Bronze Plus, Silver Plus and Gold Plus. The Plus categories are added to encourage parent involvement and participation in school activities and their scholars' events. This component is not mandatory to achieve any of the three medals but will earn special recognition for the scholars that meet the requirements of this component. All 5th to 12th grade parents or legal guardians are welcome to join the CYSP program. We encourage CYSP parents to participate in a variety of in-school and out of school

CYSP-related activities as well as school functions and events with their children based on the chart below. Scholars will also earn the plus recognition and extra prizes if their parents are recognized.

| CYSP Plus | Bronze Plus | Silver Plus | Gold Plus |
|---|---|---|---|
| **Parent Participation** (CYSP Progress Monitoring Meeting, Community Service Activity, In-School Programs, Out of School Programs,home visits etc.…) | 4 times | 6 times | 8 times |

| Some examples of CYSP Parent-Student Participation Activities |
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| CYSP parents attend any school function/event with their children. |
| Homevisit : Adviser will visit scholar's home and give information about past and upcoming CYSP activities, progress, goal, etc. to parents |
| CYSP Weekend Enrichment Programs: Parents should attend CYSP Weekend School/Enrichment Program as volunteers/helpers/supporters |
| CYSP Progress Monitoring Meeting: Parents should attend weekly/bi-weekly CYSP Progress monitoring meeting 15-20 minutes with their child. |
| CYSP Parent Information Meeting/Dinner: Parents should attend the CYSP Parent Meeting/Dinner. |
| CYSP Overnight/Lock-in: Parents should attend the CYSP Activities with their child as a volunteer helper/supporter |
| CYSP Physical Fitness: Parents should attend the CYSP Physical fitness activities with their child. |
| -CYSP Community Service: Parent should attend the CYSP Community Service activities with their child. |
| A minimum of a 20-minute attendance by the parent is required for the aforementioned CYSP parent activities to be counted towards participation. |
| PTO Meeting |
| Honor roll, merit roll, any award ceremony/assembly |
| Parent Teacher Conferences |
| Please DO NOT consider the following activity as a CYSP Parent Participation |
| Parents attending or overseeing a tutoring session, a fitness or club activity with their student, anywhere other than school grounds without the supervision of an adviser doesn't count as parent participation. |
| Dropping off and picking up students from CYSP activities cannot be considered as CYSP Parent participation |

# CYSP: 101

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*Adviser/Scholar:*

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Advisers work with scholars to help them complete their individual goals. CYSP coordinators introduce the CYSP program to the staff and volunteers from the staff can sign up to the program to become advisers. Advisers check the activities logged into the Concept database by students and help the students if they experience problems or difficulties logging in the activities they have completed. The information in the database will serve as proof that the student has completed the necessary requirements.

Any $5^{th}$ to $12^{th}$ grade student can become a scholar. The scholars will be responsible for meeting with their advisers to inform them of their progress. Scholars can choose their adviser at the beginning of the program from the list of available staff members. Any changes may be made at the discretion of the CYSP coordinator as needed.

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*Informational Sessions for Parents and Students:*

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Once the academic year starts, schools have up to three weeks to inform students and their parents about CYSP and acquaint them with the program. The program booklet and all necessary forms will be provided by the central office.

During the first three weeks of the academic year, schools should implement these steps in order:

Prepare a presentational meeting for staff members to familiarize them with the CYSP program.

- Organize an informational session to introduce the CYSP program to their parents and students.
- Organize another informational session for interested students. In this meeting schools should provide their CYSP mentor list and application forms.

All application forms should be returned to the CYSP coordinator by the due date.

## *Scholars Admission Process:*

- There is no requirement for students to join the CYSP program.
- Students should choose an adviser and submit their application form.
- Advisers who run Advanced Study Teams may use the same requirements that they have set up for their teams for their CYSP groups also.
- Advisers may establish a limit for their groups (the suggested number of students per adviser is 3 at least and 6 at most).
- CSYP coordinators and advisers set all CYSP groups.
- If a student does not name an adviser or if an adviser has reached the maximum number of their group's limit and cannot accept more students, CYSP coordinators can assign the student to any available CYSP adviser

## *CYSP Kick-off:*

- Schools organize a meeting for their scholars to explain the program details, requirements for medals and expectations.
- Next, CYSP advisers have their first progress monitoring meeting with their scholars individually or as a group.

# Summary of Program Requirements

*The requirements of the CYSP program for the 5th - 6th grades are outlined in this chart.*

| Category | Bronze | Silver | Gold |
|---|---|---|---|
| **Progress Monitoring Meeting** | 4 sessions | 8 sessions | 12 sessions |
| **Extra-Curricular Activity** | 10 sessions | 20 sessions | 28 sessions |
| **Character Education** | 4 tasks | 6 tasks | 8 tasks |
| **Reading** | 2 books | 6 books | 10 books |
| **Weekend Enrichment Programs** | Optional | 8 times | 12 times |
| **Individual Test Practice / Tutoring** | 20 sessions | 30 sessions | 40 sessions |
| **Peer Tutoring** | Optional | 1 session | 2 sessions |
| **Community Service** | Optional | 2 hours | 4 hours |
| **Physical Fitness** | 10 hours | 20 hours | 25 hours |
| **Overnight Activities** | Optional | Optional | 1 time |
| **Intercultural Activities** | Optional | Optional | 1 time |
| **In Town Trip (Zoo, museum, library, etc.)** | 1 time | 2 times | 3 times |
| **CYSP Plus** | **Bronze Plus** | **Silver Plus** | **Gold Plus** |
| **Parent Participation** (CYSP Progress Monitoring Meeting, Community Service Activity, In-School Programs, Out of School Programs,home visits etc.…) | 4 times | 6 times | 8 times |

*The requirements of the CYSP program for 7th -8th grades are outlined in this chart.*

| Category | Bronze | Silver | Gold |
|---|---|---|---|
| **Progress Monitoring Meeting** | 4 sessions | 8 sessions | 12 sessions |
| **Extra-Curricular Activity** | 10 sessions | 20 sessions | 30 sessions |
| **Character Education** | 4 tasks | 8 tasks | 10 tasks |
| **Reading** | 2 books | 4 books | 8 books |
| **Weekend Enrichment Programs** | Optional | 8 times | 12 times |
| **Individual Test Practice / Tutoring** | 20 sessions | 30 sessions | 40 sessions |
| **Peer Tutoring** | Optional | 2 sessions | 4 sessions |
| **Community Service** | Optional | 2 hours | 6 hours |
| **Physical Fitness** | 15 hours | 25 hours | 35 hours |
| **Overnight Activities** | Optional | 1 time | 3 times |
| **Intercultural Activities** | Optional | 1 time | 3 times |
| **Out of Town Trip** | Optional | 1 time | 1 time |
| **In Town Trip (Zoo, museum, library, etc.)** | 1 time | 1 time | 2 times |
| **CYSP Plus** | **Bronze Plus** | **Silver Plus** | **Gold Plus** |
| **Parent Participation** (CYSP Progress Monitoring Meeting, Community Service Activity, In-School Programs, Out of School Programs,home visits etc.…) | 4 times | 6 times | 8 times |

*The requirements of the CYSP program for 9<sup>th</sup>-11<sup>th</sup> grades are outlined in this chart.*

| Category | Bronze | Silver | Gold |
|---|---|---|---|
| **Progress Monitoring Meeting** | 4 sessions | 8 sessions | 15 sessions |
| **Extra-Curricular Activity** | 10 sessions | 20 sessions | 30 sessions |
| **Character Education** | 4 tasks | 7 tasks | 10 tasks |
| **Reading** | 2 books | 4 books | 6 books |
| **Weekend Enrichment Programs** | Optional | 8 times | 12 times |
| **Individual Test Practice / Tutoring** | 20 sessions | 40 sessions | 50 sessions |
| **Peer Tutoring** | Optional | 2 sessions | 6 sessions |
| **Community Service** | 2 hours | 4 hours | 10 hours |
| **Physical Fitness** | 15 hours | 25 hours | 35 hours |
| **Overnight Activities** | Optional | 2 times | 5 times |
| **Intercultural Activities** | 1 time | 2 times | 4 times |
| **Out of Town Trip** | Optional | 1 time | 2 times |
| **College Trip** | 1 time | 1 time | 2 times |
| **CYSP Plus** | **Bronze Plus** | **Silver Plus** | **Gold Plus** |
| **Parent Participation** (CYSP Progress Monitoring Meeting, Community Service Activity, In-School Programs, Out of School Programs, home visits etc.…) | 4 times | 6 times | 8 times |

*The requirements of the CYSP program for 12<sup>th</sup> grade are outlined in this chart.*

| Category | Bronze | Silver | Gold |
|---|---|---|---|
| **Progress Monitoring Meeting** | 4 sessions | 6 sessions | 12 sessions |
| **Character Education** | 2 tasks | 4 tasks | 6 tasks |
| **Reading** | 1 book | 2 books | 3 books |
| **Community Service** | 4 hours | 6 hours | 10 hours |
| **Overnight Activities** | Optional | 2 times | 4 times |
| **Intercultural Activities** | Optional | 2 times | 3 times |
| **Out of Town Trip** | Optional | 1 time | 2 times |
| **College Trip** | 1 time | 2 times | 3 times |
| **College and Career Readiness** | 1 time | 2 times | 4 times |
| **College / Scholarship Applications** | 2 times | 4 times | 8 times |
| **CYSP Plus** | **Bronze Plus** | **Silver Plus** | **Gold Plus** |
| **Parent Participation** (CYSP Progress Monitoring Meeting, Community Service Activity, In-School Programs, Out of School Programs,home visits etc.…) | 2 times | 4 times | 6 times |

# Explanations, Examples & Entries

## PROGRESS MONITORING MEETING

Advisers meet with their scholars on a regular basis to update the previous week(s)' records of what the scholars have completed. Advisers should give scholars new goals for the upcoming weeks/month and plan future activities. There should be at least one week between two progress monitoring meetings; this can be conducted on an individual and/or group basis after school. Scholars cannot perform their progress monitoring with other advisers. A progress monitoring meeting should be at least 30 minutes if it is a group meeting.

**Examples:**

- A group meeting at school.
- A group meeting out of school such as at a public library, McDonalds, Starbucks, etc.
- An individual meeting in school, during lunch, after school, or on weekends.
- An individual meeting during scholar's home visit with his/her parent(s).

**Logbook Entry:**

Scholars will enter progress monitoring meetings in their CYSP logbook as "CYSP - Progress Monitoring Meeting".

## EXTRA-CURRICULAR ACTIVITY

Scholars can participate in any extracurricular activities (Robotics, Math or Science Olympics, Spoken Word, Spelling Bee, Basketball Team…) as well as weekly clubs that are offered by the school. These activities can be school or community related teamwork and, should be led by a coach, teacher or supervisor.

**Examples:**

- Language Club, Dance Club, NHS Club

- STEM Team, Robotics Team, Soccer Team
- Basketball player at any private team, club or society.

**Logbook Entry:**

- Extracurricular activities will be entered in the CYSP logbook as "Clubs/Athletics/ Advanced Study Teams".
- Extracurricular activity data are **entered by the scholar or the adviser who is giving the session**. Advisers and scholars must contact teachers in charge of Advanced Study Teams to make sure the logbook is constantly updated.
- Please attach proof of completion if this is an out of school activity/organization.

## CHARACTER EDUCATION

Character education is a teaching method which fosters the development of ethical and responsible individuals by teaching them about the good values that people should have. It teaches the students the values of caring about other people, honesty, responsibility, and other important traits that make for an upstanding young adult.

Basic character education lessons and a task list for advisers are available on the CYSP website (http://cysp.us/character-education/). Advisers should discuss provided character education topics with their scholars and assign them proper tasks to complete or write a reflection about the topic.

**Suggested Character Education Lessons** should be at least 30-45 minutes:

10-15 minutes: Adviser will go over the PPT presentation or video

10-15 minutes: Discussion about topics (students will share their opinions/thoughts about the topics.

10-15 minutes: Students will answer the questions about the topics and return the paper with their answers to the advisers. The adviser will scan the papers and upload them to the CIS.

-Adviser will assign a task which is related with the topics.

\*\*\*Each character education lesson, topic, and task should be different\*\*\*

**Examples:**

A character education task/reflection with proof of completion.

**Logbook Entry:**

- Scholars will enter character education information in CYSP logbook as "CYSP Character Education tasks".
- Any proof of completion should be attached where applicable.

# READING

Students are to select books that are at their appropriate reading levels. A list of suggested books is provided to the students from which they can choose to read. They can also read books that are required in English or Language Arts classes. Students will read books and complete a book report on them or provide Accelerated Reader (AR) test scores as proof that they have read the books.

**Examples:**

- Completed book from provided CYSP book list with AR test score (min. 80%).
- Read book for English class with proof of reading approved by the class teacher.

**Logbook Entry:**

- Scholars will enter information regarding reading in CYSP logbooks as "CYSP -Book Reading".
- AR test scores or book reports should be attached where applicable.

# WEEKEND ENRICHMENT PROGRAM (WEP)

The program requires weekend enrichment program for the 5th to 11th grades. Silver level candidates must attend eight days and Gold level candidates must attend twelve days. Weekend enrichment program is optional for bronze level students, but those students are more than welcome to attend. Weekend enrichment program can be organized by the school coordinator for the CYSP program or it can be organized by individual advisers. Weekend enrichment program should be 2 hours long in the middle school level and 3 hours long in the high school level. If scholars attend weekend enrichment programs outside of school, they must show proper verification.

Weekend Enrichment Programs have to be completed on Saturdays or Sundays!!!

*** Weekday programs(Monday - Friday) can not be considered as a WEP***

**Examples:**

- Saturday school organized by the school administration or school coordinator.
- Advance study course organized by an outside institution during weekends (proof is required)
- Advance study course provided by individual advisers during weekends.
- Weekend Robotics, Science Fair or Language Contest prep in a group with teacher.
- Any sport club activities which are lead by a designated coach or adviser during weekend.
- Educational camps, leadership camps, academic camps, and club related camps are considered weekend enrichment program

**Logbook Entry:**

- Scholar or adviser will enter scholar's WEP activities into CYSP logbook. Scholar is responsible to follow it up.
- The designated staff member for the school organized weekend enrichment program will enter wep information in CYSP logbook as "Weekend Enrichment Program".

- If the WEP is provided by individual advisers/teachers, advisers/teachers will be responsible to enter WEP information in CYSP logbook.
- Advisers and scholars should contact the designated staff member to make sure logbook is constantly updated.

## INDIVIDUAL TEST PRACTICE/TUTORING:

Scholars who attend regular after school tutoring for any subject can earn hours toward this goal. Advisers must keep up with in-school and out of school test prep progress. Tutoring sessions should at least be 40 minutes in length.  If out of school tutoring is done, scholars must show proper verification.

**Examples:**

- All work should be out of class time !!! (after school, before school, during lunch break, weekend)
- In-school and out of school individual tutoring with provided documentation.
- Outside tutoring - Kumon, Public library, Community organization etc.
- Tutoring sessions will also be offered during overnight (lock-in) activities.
- Individual test prep from an outside institution
- After school tutoring for any subject.
- Complete individual test prep at home.
- Test practice during overnight and camp activities
- Test prep and tutoring which continue after the compulsory Weekend Enrichment Program hours may also be counted (WEP for Middle Schools: 2 hours minimum, High School: 3 hours minimum).
  - Workbook pages or packets given by adviser.
  - Test prep websites such as Khan Academy, Measuring up, Study Island, IXL etc. Please check student's study time frames and duration.

**Activities below cannot count as an individual test practice/tutoring session**

-Homework

-Any kind of test, test practice, tutoring, work, etc. during the class time

-Any kind of subject related test prep during the computer class, etc..

-Schoolwide (all students are working on test prep which is organized by school) test prep cannot be counted.

**Logbook Entry:**

- Scholars can enter individual test practice/tutoring information in CYSP logbook as "In school tutoring" or "Out of school tutoring".
- Scholars will enter test prep in logbooks as CYSP - Individual Test Practice which will need to be approved by their advisers.
- Tutoring hours are **entered by the teacher who is giving the study session**. Scholars should contact teachers to make sure logbook is constantly updated.
- Advanced study team and individual test prep entered by the scholars must be approved by their adviser.
- Advisers must keep up with scholars' progress in test prep accounts.
- If students engage in any outside tutoring or test prep, they should provide a letter of verification by the organization. Please keep that in their log book.

## PEER TUTORING

Scholars who peer-tutor should tutor at school. CYSP advisers/coordinator/administration should help their scholars set up peer tutoring sessions with younger grades. Each session must be 40 minutes to an hour in length.

**Examples:**

- Tutor students in younger grades or peers at the teacher's discretion.
- Tutor peers in robotics, technology, P.E., or any other subjects offered by the school.

**Logbook Entry:**

- Scholar will enter peer tutoring information in CYSP logbook as "Peer Tutoring".
- Scholars must make sure to keep advisers updated with the sign-in sheet.

This requirement allows students to participate in activities that enable the student to "give back" to their community. All CYSP students should earn community service hours throughout the year. Community service hours can be earned at school or an outside organization.

**Examples:**

- Volunteer at a church, community center, or youth organization (tutoring, or events and programs)
- Students can earn community service hours at school events
- Help in various community relief events, (e. g., volunteering at a nursing home, fundraising for a natural disaster, food bank activity, helping at a homeless shelter, clean-up activities)
- A CYSP whole group community service event is highly encouraged.

**Logbook Entry:**

- Scholars will enter community service information in CYSP logbooks as "Community Service".
- Scholars should be responsible to get their volunteer hours signed by supervisors.
- Scholars should show proper verification to advisers if it is done outside.
- Any kind of Relief activity

## PHYSICAL FITNESS

CYSP students are expected to complete the physical fitness requirements. Students should complete physical fitness hours at home or with their CYSP groups. After school sports practice is not included in this category; (this will be counted as an extracurricular club activity if it is lead by a coach/supervisor/teacher)* Physical education class and daily routines do not count towards CYSP physical fitness hours.

**Examples:**

- Exercising, biking, jogging, swimming, etc.
- Advisers can schedule time for scholars to have a group workout session together.
- CYSP groups can play soccer, basketball etc. in school or out of school.

**Logbook Entry:**

- Scholars will enter physical fitness information in CYSP logbook as "CYSP-Physical Fitness".
- Scholars will update their adviser to let them know which physical activity they completed.
  *If a student participates in any sport related club activities, after extracurricular/club activity hour requirements are met, the remaining hours left off from these activities can be entered as a physical fitness.

## INTERCULTURAL ACTIVITIES

CYSP students are expected to participate in activities that expose them to different cultures. Students can attend cultural events or visit different cultural centers. CYSP advisers should make arrangements to take students to different cultural events.

Scholars can also earn credit for this component with outside organizations or with family (proof is required - one intercultural activity can be counted towards this component at most).

**Examples:**

- Visit cultural centers
- Attend cultural festivals
- Visiting Chinatown, Greektown, Chinese, Italian cultural centers/museums etc..
- Hispanic Heritage Celebration
- International programs which are organized by school, community, society
- Attend a cultural event hosted by the school
- Visit museums which reflect different cultural backgrounds
- Advisers can create a program to expose scholars to a different culture.
- Visiting a restaurant cannot be considered as intercultural activity!!!

**Logbook Entry:**

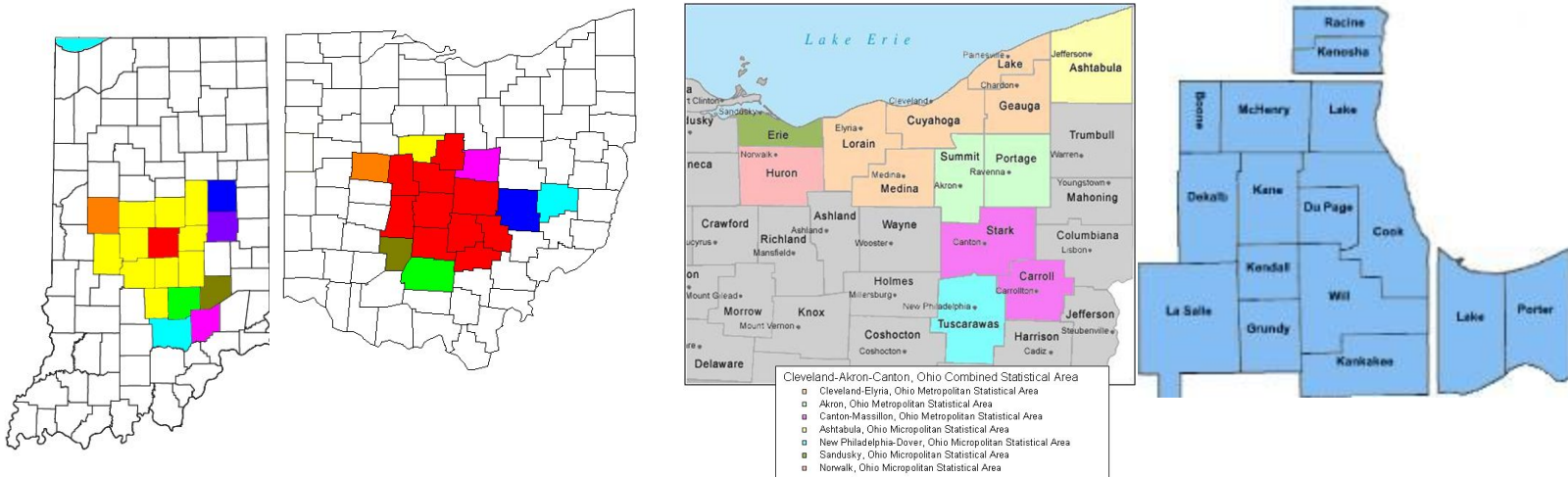- Scholars will enter intercultural activity information in CYSP logbooks as "CYSP- Intercultural Activity".

● Scholars should inform their advisers with verification when they have completed this task.


# OUT OF TOWN TRIP

Scholars will participate in educational trips that are out of town with the school. Schools or individual advisers may organize out of town trips. Permission slips will be sent home with information about the trip. (it is supposed to be farther than the greater (name of city) metropolitan area. (please see below maps for metropolitan areas of some cities

:Indianapolis, Columbus, Cleveland, Chicago)

**Examples:**



● Out of state or out of town day trips.
● Out town trips to museums
● Out town trips to symposiums, events, speakers etc.
● Out of town landmarks and historical sites.
● Out of town subject related competitions


**Logbook Entry:**

● Scholars will enter out of town trip information in CYSP logbooks as "Out of town Trip".
● If the trip is an out of town college visit, it will count as both college visit and out of town trip through the system. Advisers just need to enter this information in CYSP logbook as "College

Trip (Out of Town)".

<center>**IN-TOWN TRIP**</center>

The in-town trip is designed to give students a better understanding of their communities and show them different aspects and qualities of their cities. Students will be transported to and for via a bus or another form of public transportation. Students in grades 5 to 6 will need to make an in town trip with their adviser.  Advisers will arrange these after school trips and provide permission slips to parents. In town trips should be school-related/organized activities.

**Examples:**

Visit museums or famous landmarks in town

**Logbook Entry:**

Advisers or scholars will enter in-town trip information in CYSP logbooks as "In-Town Trip".

<center>**OVERNIGHT ACTIVITIES**</center>

Scholars in the program will participate in overnight and sleepover activities. The location of the events will vary.  School lock-in events will also occur throughout the year so students can earn CYSP overnight activity requirement. Advisers will provide permission slips to parents for overnight events with specific event details. **Advisers/school staff members should be present with the scholar in order for the activity to count as an overnight activity. Only school-organized events will count as overnight activities. All other activities completed during overnight activities and camps (such as test prep, tutoring and physical fitness) can be logged in separately. One activity cannot be written twice under two different categories.**

**Examples:**

- School lock-in events
- Out of town camping trips sponsored by school

- Focus study group overnight activities
- Out of town college trips
- Out of state school events, (e.g., MATHCON, CONSEF)
- All overnight activities must implement an educational component.

**Logbook Entry:**

- Advisers will accompany students during these events and they will record all overnight activity events in logbook. Overnight events may vary with the chaperone/adviser ratio.
- Advisers or scholars can enter overnight activity information in CYSP logbooks as "Camp", "Lock-in", "College Trip (Out of Town)", "Out of town trip" or "Overnight Activity".
- If out of town trip is two days or more, it will count as overnight through the system. Advisers or scholars just need to enter the number of trip days in CYSP logbooks as "Out of town trip" or "College Trip (Out of Town)".

## COLLEGE TRIP

All Scholars in grades 9 to 12 should visit colleges throughout the year. These trips are organized by college guidance counselors, the school CYSP coordinator or CYSP advisers. Advisers can organize a college visit to complete scholar's requirement as long as it is coordinated with the college guidance counselor. College visits sponsored by the school are the only trips that will count for this category.

**Examples:**

- Visit a local college with group of students during a school trip
- Visit a college with CYSP group and adviser

**Logbook Entry:**

- Scholars can enter college trip information in their CYSP logbooks/(in the CYSP logbook) as "College Trip (In Town)" or "College Trip (Out of Town)"
- Scholars will enter the data in the logbook but advisers are responsible with approving the data if they take their group to a college trip.
- College guidance counselor will enter the college trip information into the logbook, if it is organized by college counselor.

## COLLEGE AND CAREER READINESS

Scholars in 12th grade will need to complete College and Career Readiness activities throughout the year. College and career readiness has become a major focus in American education. CYSP programs can provide more opportunities for students to learn about college and career options, explore these options through hands-on activities, and learn the skills required to be college and career ready.

**Examples:**

- College Fair, FAFSA Nights, Senior Nights, Alumni Dinners.
- Senior-Alumni Picnics, Senior-Alumni Trips.
- Luncheon with Admin

**Logbook Entry:**

Scholars will enter college and career readiness information in CYSP logbooks as "CYSP College and Career Readiness".

## COLLEGE / SCHOLARSHIP APPLICATIONS

Scholars in 12th grade need to work closely with their college guidance counselor to reach College / Scholarship Application goals.  In the climate of competitive admission, students need college guidance counselors' help finalizing their lists of colleges they plan to apply to. Five to eight applications are usually recommended to ensure that a student is accepted into a suitable institution.

**Examples:**

- College application meeting with college counselor.
- Scholarship application meeting with college counselor.

**Logbook Entry:**

College counselors or scholars should enter college/scholarship application information in CYSP logbooks as "CYSP – College / Scholarship Applications".

## CYSP Plus Categories "Parent Participation"

The CYSP program has "plus" categories with parent involvement; Bronze Plus, Silver Plus and Gold Plus. The Plus categories are added to encourage parent involvement and participation in school activities and their scholars' events. This component is not mandatory to achieve any of the three medals but will earn special recognition for the scholars that meet the requirements of this component.

All parents or legal guardians of 5th to 12th graders are welcome to join CYSP programs. We encourage CYSP parents to participate in a variety of in-school and out of school CYSP activities with their children. Concept schools will recognize the parents who participate in and attend CYSP activities as well as school functions and events with their children based on the chart below. Scholars will also earn the plus recognition and extra prizes if their parents are recognized.

**Examples:**

- CYSP parents attend any school function/event with their children
- CYSP parents attend CYSP progress monitoring meeting with scholars
- CYSP parents chaperone community service activities
- CYSP parents attend in-school or out of school CYSP program
- Home Visits

**Logbook Entry:**

Scholars should enter Plus categories' information in the CYSP logbook as "CYSP-Parent Participation".

# Activity Chart which shows responsible person/institute

| Category | student, adviser, and coordinator will track the log entrance | | | PROOF is REQUIRED !!!! Proof should be handed to the adviser within one week! | | |
|---|---|---|---|---|---|---|
| | organized by adviser | organized by school CYSP Coordinator | organized by school | organized by any institute/society other than school | organized by parent | organized by student |
| Progress Monitoring Meeting | ✔ | ✗ | ✗ | ✗ | ✗ | ✗ |
| Extra-Curricular Activities | ✔ | ✔ | ✔ | ✔ | ✗ | ✗ |
| Character Education | ✔ | ✔ | ✔ | ✗ | ✗ | ✗ |
| Reading | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| Weekend Enrichment Programs (WEPs) | ✔ | ✔ | ✔ | ✔ | ✗ | ✗ |
| Individual Test Practice/Tutoring | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| Peer Tutoring | ✔ | ✔ | ✔ | ✗ | ✗ | ✗ |
| Community Service | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| Physical Fitness | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| Overnight Activities | ✔ | ✔ | ✔ | ✗ | ✗ | ✗ |
| Intercultural Activities | ✔ | ✔ | ✔ | ✗ | ✗ | ✗ |
| Out of Town Trip | ✔ | ✔ | ✔ | ✗ | ✗ | ✗ |
| In-Town Trip | ✔ | ✔ | ✔ | ✗ | ✗ | ✗ |
| College Trip | ✔ | ✔ | ✔ | ✗ | ✗ | ✗ |
| College and Career Readiness | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| College / Scholarship Applications | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |