



**CONCEPT YOUNG SCHOLARS PROGRAM**  
**STUDENTS & PARENTS**  
**HANDBOOK**

2021-2022

[www.cysp.us](http://www.cysp.us)

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# *CONCEPT YOUNG SCHOLARS PROGRAM*

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## **Empowering Future Generations**

The MISSION of the Concept Young Scholars Program (CYSP) is to improve the students' academic success, prepare them for college, develop strong character, nurture and empower students through Personal Development, Community Service, Physical Activities and Educational Adventures.

We ENVISION that CYSP's structure and devoted, nurturing community build self-motivated, eager learners who are prepared for the future and ready to lead a successful life.

Concept Young Scholars program, better known as CYSP is a multifaceted program that guides, recognizes and rewards progress. This program allows CYSP scholars to build character while strengthening and empowering their experiences and preparing them for their future endeavors.

CYSP scholars must set their goal at the beginning of the school year to achieve a bronze, silver, or gold status. At the end of the year, each scholar that has accomplished their status will receive a medal in recognition of their efforts and hard work throughout the year.

### **Program Overview:**

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 advisor. If the selected advisor is unavailable, students (will call scholars) will be assigned to other advisors by the school CYSP coordinator. Advisors will assist in planning activities, monitoring progress, and setting goals in the following areas:

- Personal Development
- Community Service
- Physical Fitness
- Educational Adventure

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.

### **Portrait of CYSP Scholar?**

CYSP scholars are the future leaders who build relationships and understand the importance of serving others in order to inspire action and accomplishment.

They have a sharp observation and keen interest in learning new things and ask questions to clarify what they have understood when the teacher is teaching.

They have a deep sense of respect for societal norms and the law of the land.

They always take responsibility for their acts and remain in pursuit of knowledge.

They are respectful and moral people with the courage to uphold and act upon the highest standards of ethical behavior.

They are engaged citizens who respect people's differences and are mindful of interconnectivity.

They are adaptable, resourceful and creative in the challenges of an increasingly complex world.

They demonstrate empathy, compassion, and respect for others.

They focus on character building and developing a balanced personality.

They persist to accomplish difficult tasks and to overcome academic and personal barriers to meet their goals.

They apply effective reading skills to acquire knowledge and broaden perspectives.

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## *CYSP PROGRAM AREAS*

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### PERSONAL DEVELOPMENT:

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

- Progress Monitoring
- Participating in Extra-Curricular Activities
- Character Education
- Enhancing Reading Skills
- Weekend & Enrichment Program
- Standardized Test Preparation
- College & Scholarship Applications

### COMMUNITY 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 Community Service areas may include the following:

- 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 Physical Fitness areas may include the following:

- Personal Physical Activities

### EDUCATIONAL ADVENTURES:

The purpose of Educational Adventures 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 Educational Adventures areas may include the following:

- Overnight Activities
- In Town Trip
- Out of Town Trip
- Cultural Exposure
- College & University Visits

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## **CYSP FOR SENIORS**

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CYSP has initiated an exciting partnership with Future Institute to build a college scholarship fund for Senior CYSP scholars. **CYSP Gold Seniors students** have an opportunity to build skills and plan for college success. The program starts in 12th grade and requires CYSP scholars to commit to enrolling in the Future Legacies over the course of their college degree or career program pursuit.

Scholars who have completed **GOLD requirements** in their senior year will qualify a scholarship fund of up to \$2,000 per year of continuous college/university or career program enrollment with FLI (Future Institutes' college program) participation. Please note that this financial assistance is given by Future Institute, not CYSP.

Please feel free to contact the Program Officer to get more information about Future Legacies.

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## **CYSP PLUS CATEGORIES**

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Harvard University researchers indicate that family engagement is critically important to student achievement by

- Improving children's literacy
- Promoting high-quality work habits and task orientation
- Preparing youth for college

- Supporting the development of social skills
- Increasing high-school graduation rates, especially students from diverse ethnic and economic backgrounds.

With parents' involvement, parents will have a better understanding of the advisor's job and the importance of CYSP program.

CYSP program has “plus” categories with parent engagement; Bronze Plus, Silver Plus , and Gold Plus. The Plus categories are added to encourage parent engagement 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 5<sup>th</sup> to 12<sup>th</sup> 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 plus recognition and extra prizes if their parents are recognized.

CYSP Plus	Goal
<p style="text-align: center;"><b>Parent Engagement</b></p> <ul style="list-style-type: none"> <li>• Attending CYSP Progress-Monitoring Meetings</li> <li>• Attending College &amp; University Visits, Trips, Cultural Exposure</li> <li>• Home Visit</li> <li>• Engaging in School Programs</li> </ul>	<p><b>4 times</b></p>

# CYSP: 101

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## *Advisor/Scholar:*

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Advisors 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 advisors. Advisors 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<sup>th</sup> to 12<sup>th</sup> grade students can become a scholar. The scholars will be responsible for meeting with their advisors to inform them of their progress. Scholars can choose their advisor 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.

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## *Scholars Admission Process:*

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- There is no requirement for students to join the CYSP program.
- Students should choose an advisor and submit their application form.
- Advisors who run Advanced Study Teams may use the same requirements that they have set up for their teams for their CYSP groups also.



- Advisors may establish a limit for their groups (the suggested number of students per advisor is at least 3 and at most 6).
- CSYP coordinators and advisors are responsible for forming the CYSP groups.
- CYSP coordinators can assign the student to any available CYSP advisor in the case that a student does not name an advisor or an advisor has reached the maximum number of students in the group.

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## *Summary of Program Requirements*

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Students will complete the minimum requirements for a bronze medal first, then they reach a certain point to get their silver and gold rewards and complete the program.

Each activity will have a certain point when the students completed and logged activities their points will show up on their report card.

Each grade level and medals have different goal points. Even if the students reach the goal point they have to complete bronze requirements for each category and grade level to get their award.

### **Bonus Activities:**

Bonus activities help students reinforce other CYSP activities and provide them more flexibility and ease in the successful completion of the overall CYSP program. These activities have no minimum requirement.

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).

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

**The requirements of the CYSP program for the 5<sup>th</sup> & 6<sup>th</sup> grades are outlined in this chart.**

**CYSP 2021-2022 5<sup>th</sup> & 6<sup>th</sup> Grades**

Requirement	Unit	Max # Unit (Cap)	Point-per unit	Bronze Min Require ment	Total Point for Bronze Minimum
Progress Monitoring	<i>Count</i>	30	<i>8 pts</i>	8	64 pts
Participating in Extra-Curricular Activities	<i>Session(40')</i>	80	<i>5 pts</i>	10	50 pts
Character Education	<i>Count</i>	30	<i>10 pts</i>	4	40 pts
Enhancing Reading skills	<i>Count</i>	30	<i>8 pts</i>	2	16 pts
Weekend Enrichment Program	<i>Day</i>	20	<i>20 pts</i>	0	0 pts
Standardized Test Preparation	<i>Session(40')</i>	100	<i>4 pts</i>	20	80 pts
College / Scholarship application	<i>Count</i>	10	<i>5 pts</i>	0	0 pts
Community Services	<i>Hour(60')</i>	30	<i>8 pts</i>	1	8 pts
Personal Physical Activities	<i>Hour(60')</i>	60	<i>3 pts</i>	15	45 pts
Overnight Activities	<i>Night</i>	15	<i>30 pts</i>	0	0 pts
Cultural Exposure	<i>Day</i>	10	<i>10 pts</i>	1	10 pts
In Town Trip	<i>Day</i>	5	<i>8 pts</i>	1	8 pts
Out of Town Trip	<i>Day</i>	10	<i>20 pts</i>	0	0 pts
College & University Visit	<i>Day</i>	5	<i>12 pts</i>	0	0 pts
Bonus Activity 1 (contests)	<b>Count</b>	<b>1</b>	<b>100 pts</b>	<b>0</b>	0 pts
Bonus Activity 2 (contests)	<b>Count</b>	<b>1</b>	<b>100 pts</b>	<b>0</b>	0 pts

Silver	<b>700 pts</b>
Gold	<b>1000 pts</b>

Please check the progress at <https://www.conceptsis.com/CYSP/PageManager.aspx?uc=CyspReportCard>

The requirements of the CYSP program for the 7<sup>th</sup> - 8<sup>th</sup> grades are outlined in this chart.

### CYSP 2021-2022 7<sup>th</sup> & 8<sup>th</sup> Grades

Requirement	Unit	Max # Unit (Cap)	Point-per unit	Bronze Min Requirement	Total Point for Bronze Minimum
Progress Monitoring	<i>Count</i>	30	<i>8 pts</i>	8	64 pts
Participating in Extra-Curricular Activities	<i>Session(40')</i>	80	<i>5 pts</i>	10	50 pts
Character Education	<i>Count</i>	30	<i>10 pts</i>	4	40 pts
Enhancing Reading skills	<i>Count</i>	30	<i>8 pts</i>	2	16 pts
Weekend Enrichment Program	<i>Day</i>	20	<i>20 pts</i>	0	0 pts
Standardized Test Preparation	<i>Session(40')</i>	100	<i>4 pts</i>	20	80 pts
College / Scholarship application	<i>Count</i>	10	<i>5 pts</i>	0	0 pts
Community Services	<i>Hour(60')</i>	30	<i>8 pts</i>	2	16 pts
Personal Physical Activities	<i>Hour(60')</i>	60	<i>3 pts</i>	15	45 pts
Overnight Activities	<i>Night</i>	15	<i>30 pts</i>	0	0 pts
Cultural Exposure	<i>Day</i>	10	<i>10 pts</i>	1	10 pts
In Town Trip	<i>Day</i>	5	<i>8 pts</i>	1	8 pts
Out of Town Trip	<i>Day</i>	10	<i>20 pts</i>	0	0 pts
College & University Visit	<i>Day</i>	5	<i>12 pts</i>	0	0 pts
Bonus Activity 1 (contests)	<b>Count</b>	1	<b>100 pts</b>	0	0 pts
Bonus Activity 2 (contests)	<b>Count</b>	1	<b>100 pts</b>	0	0 pts

Silver	<b>750 pts</b>
Gold	<b>1200 pts</b>

Please check the progress at <https://www.conceptsis.com/CYSP/PageManager.aspx?uc=CyspReportCard>

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

### CYSP 2021-2022 9<sup>th</sup> 10<sup>th</sup> & 11<sup>th</sup> Grades

Requirement	Unit	Max # Unit (Cap)	Point-per unit	Bronze Min Require ment	Total Point for Bronze Minimum
Progress Monitoring	<i>Count</i>	30	<i>8 pts</i>	8	64 pts
Participating in Extra-Curricular Activities	<i>Session(40')</i>	80	<i>5 pts</i>	10	50 pts
Character Education	<i>Count</i>	30	<i>10 pts</i>	4	40 pts
Enhancing Reading skills	<i>Count</i>	30	<i>8 pts</i>	2	16 pts
Weekend Enrichment Program	<i>Day</i>	20	<i>20 pts</i>	0	0 pts
Standardized Test Preparation	<i>Session(40')</i>	100	<i>4 pts</i>	20	80 pts
College / Scholarship application	<i>Count</i>	10	<i>5 pts</i>	0	0 pts
Community Services	<i>Hour(60')</i>	30	<i>8 pts</i>	2	16 pts
Personal Physical Activities	<i>Hour(60')</i>	60	<i>3 pts</i>	15	45 pts
Overnight Activities	<i>Night</i>	15	<i>30 pts</i>	0	0 pts
Cultural Exposure	<i>Day</i>	10	<i>10 pts</i>	1	10 pts
In Town Trip	<i>Day</i>	5	<i>8 pts</i>	0	0 pts
Out of Town Trip	<i>Day</i>	10	<i>20 pts</i>	0	0 pts
College & University Visit	<i>Day</i>	5	<i>12 pts</i>	1	12 pts
Bonus Activity 1 (contests)	<b>Count</b>	<b>1</b>	<b>100 pts</b>	<b>0</b>	0 pts
Bonus Activity 2 (CA)	<b>Count</b>	<b>1</b>	<b>100 pts</b>	<b>0</b>	0 pts

Silver	<b>800 pts</b>
Gold	<b>1300 pts</b>

Please check the progress at <https://www.conceptsis.com/CYSP/PageManager.aspx?uc=CyspReportCard>

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

### CYSP 2021-2022 12th Grade

Requirement	Unit	Max # Unit (Cap)	Point-per unit	BRONZE Min Requirement	GOLD Min Requirements
Progress Monitoring	<i>Count</i>	30	8 pts	8	8
Participating in Extra-Curricular Activities	<i>Session(40')</i>	80	5 pts	0	0
Character Education	<i>Count</i>	30	10 pts	2	2
Enhancing Reading & Writing skills	<i>Count</i>	30	8 pts	1	1
Weekend Enrichment Program	<i>Day</i>	20	20 pts	0	0
Standardized Test Preparation	<i>Session(40')</i>	100	4 pts	0	0
College / Scholarship application	<i>Count</i>	10	5 pts	2	2
Community Services	<i>Hour(60')</i>	30	8 pts	0	0
Personal Physical Activities	<i>Hour(60')</i>	60	3 pts	0	0
Overnight Activities	<i>Night</i>	15	30 pts	0	0
Cultural Exposure	<i>Day</i>	10	10 pts	0	0
In Town Trip	<i>Day</i>	5	8 pts	0	0
Out of Town Trips	<i>Day</i>	10	20 pts	0	0
College & University Visit	<i>Day</i>	5	12 pts	1	1
Junior Mentor Meeting	<i>Count</i>	8	12pts	0	3
College and Career Workshop and Survey	<i>Count</i>	8	12pts	0	2
Future Legacies Progress Meeting	<i>Count</i>	2	12pts	0	2
Future Legacies Registration and Tutorial	<i>Count</i>	1	12pts	0	1

Silver	300 pts
Gold	550 pts

Please check the progress at <https://www.conceptsis.com/CYSP/PageManager.aspx?uc=CyspReportCard>

# Explanations, Examples & Entries

## PERSONAL DEVELOPMENT

### PROGRESS MONITORING

*Progress monitoring is used to assess students' performance; check students' prior tasks, providing meaningful feedback and assigning new weekly tasks/goals. Research has shown that when teachers utilize this tool effectively, students benefit more, their decision making improves, and students become well aware of their own performance.*

Progress Monitoring is one of the essential requirements of the CYSPP program. We as advisors must follow our scholar's progress and guide them to plan all activities throughout the year. Additionally, advisors should have a good rapport with their students and parents.

Advisors must meet CYSPP scholars on a regular basis (strongly recommended weekly or biweekly) to review past progress and give scholars new goals for future activities.

There should be at least one week between two progress monitoring meetings; this can happen individually or in a group. Scholars cannot have progress meetings with other advisors.

Recommended minimum meeting time is 10 min for individual meetings and 30 min for group meetings.

This category is mandatory for all students. The point value allocated to this category is 8 points. The maximum Progress Monitoring Meeting entries allowed for each student are up to 30 times throughout the school year.

\* This item may be completed virtual or in person based on school decision.

#### **Examples:**

- A group meeting at school.
- A group meeting out of school such as at a public library, McDonald's, Starbucks, etc.

- An individual meeting in school, during lunch, after school, or on weekends.
- An individual meeting during a scholar’s home visit with his/her parent(s).

**The entry to Log:**

Only advisors may enter their scholars’ progress monitoring meetings log in their Concept SIS under “Progress Monitoring”.

		CYSP Students					
		Student 1	Student 2	Student 3	Student 4	Student 5	Student 6
	<b>Suggested Progress Monitoring Advisor Checklist</b>						
	Please go over the 10 items below (if applicable) with your students						
1	Ask students, what CYSP activities have been done since the last meeting						
2	Enter students' activities to Concept SIS with their proof (if applicable).						
3	Provide an electronic device to students to enter their activities to Concept SIS during the meeting						
4	(If applicable) provide a makeup date and time for missing CYSP activities						
5	Check student's CYSP report card and inform the student of her/his missing activities						
6	Check student's academic report card, and go over their missing assignments and low grades						
7	Develop strategies for students' missing assignments and low grades						
8	Determine/plan/set up upcoming events and their dates and inform the students						
9	Provide upcoming events' permission slips to students						
10	Provide more info and documents for Summer CYSP Activities (If applicable)						

## PARTICIPATING IN EXTRA-CURRICULAR ACTIVITIES

*Extra-curricular activities help challenge and give students the opportunity to develop new skills outside of class. Specifically for High school students, extra-curricular activities can help during their college application process. Activities include arts, athletics, clubs, employment, personal commitments, and other pursuits.*

Extra-curricular activities are a variety of after school programs. We accept out of school programs as well. 3 major categories are clubs, advanced study teams, and sports teams.

These activities can be school or community-related teamwork and, should be led by a coach, teacher or supervisor. If activities performed out of school, proof of completion is necessary.

This category is mandatory for most students and optional for seniors. The point value allocated to this category is 5 points. The maximum Extra-curricular activity entries allowed for each student are up to 80 sessions throughout the school year. This applies to all who participate in this activity.

### **Examples:**

- Language Club, Dance Club, Math Club
- STEM Team, Robotics Team, Soccer Team
- Book discussions club with advisors

### **The entry to Log:**

Scholars enter their extra-curricular activities information in their Concept SIS student account under "Participating Extra-Curricular Activities".

\* This item may be completed virtual or in person based on school decision.



## CHARACTER EDUCATION

*Character education are sessions that are designed and delivered in a manner that will help students develop variously as moral, civic, well mannered, behaved, non-bullying, healthy, critical, successful, traditional, compliant and socially acceptable beings.*

Character education is a teaching method that 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.

Students can complete Character Education items in three ways under their advisors supervision.

1. Option:

Basic character education lessons for advisors are available on the CYSP website (<http://cysp.us/character-education/>). advisors perform provided character education lessons with their scholars and assign them related work with the topics.

2. Option:

Soft skills activities can be used as Character Education. Follow the links.

To review click [here](#), for all Soft Skill activities click [here](#).

3. Option:

Edgenuity Social Emotional Learning(SEL) courses. Contact your school CYSP Coordinators or school SEL Coordinator. For further assistance, learn about Edgenuity and SEL click the link.

<https://www.youtube.com/watch?v=tsRifTsPukQ>

<https://www.edgenuity.com/solutions/social-and-emotional-learning/>

This category is mandatory for all students. The point value allocated to this category is

10 points. The maximum Character education entries allowed for each student are up to 30 times throughout the school year.

**Suggested Character Education Lessons for option 1** should be at least 30-45 minutes:

10-15 minutes: Advisor 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 advisors. The advisor will scan the papers and upload them to the CIS.

-The advisor will assign a task that is related to the topics.

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

**Suggested Character Education Lessons for option 2** should be at least 30-45 minutes:

15-20 minutes: Advisor will introduce one of the prepared materials in Soft Skills Folder

15-20 minutes: Discussion about activity (students will share their opinions/thoughts about the activity.)

**Suggested Character Education Lessons for option 3** should be at least 30-45 minutes:

Students will follow the course and answer questions.

\* This item may be completed virtual or in person based on school decision.

**Examples:**

- A group lesson with a teacher or instructor about a character lesson.

**The entry to Log:**

Scholars enter their character education information in their Concept SIS student account under “Character Education”.

### ENHANCING READING SKILLS

*Reading helps develop a student's cognition, through thinking, processing, comprehension and writing ability. As Reading is a thinking process, we want to continue to challenge and engage our students, ensuring that they become strong individual readers.*

Reading develops the mind and is fundamental to function in today's society. Reading is important because words - spoken and written - are the building blocks of life.

Students select and read books appropriate to their reading levels, and complete a book report or provide Accelerated Reader (AR) test scores as proof if available.

This category is mandatory for all students. The point value allocated to this category is 8 points. The maximum Reading entries allowed for each student are up to 30 books throughout the school year.

**Examples:**

- Completed book from the provided CYSP book list with AR test score (min. 80%).

**The entry to Log:**

Scholars enter their book reading the information in their Concept SIS student account under “Enhancing Reading Skills”.

## WEEKEND ENRICHMENT PROGRAM

*Weekend enrichment programs' main aim is to transform potential into excellence. This is achieved through the various activities and services planned for students.*

Extending the school day beyond the traditional academic day into weekends enriches our scholars' overall academic, and personal development. Planning programs that engage them with exciting subjects in a relaxed setting.

Weekend Enrichment Program should be an academic program and planned at the beginning of the year. Weekend Enrichment Program must be at least 2 sessions for 5th through 8th grades and 3 sessions for high schools. If this is not scheduled or less than the minimum required hours, then we consider activities as extra-curricular. If scholars attend enrichment programs outside of school, they must show proper verification.

This category is optional for all levels, however, these activities are very important in terms of its point value and this will help gold and silver students reach their goal at the end of the year. The point value allocated to this category is 20 points. The maximum Weekend Enrichment program entries allowed for each student are up to 20 times throughout the school year.

### **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 advisors during weekends.
- Weekend Robotics, Science Fair or Language Contest prep in a group with a teacher.
- Any sport club activities which are led by a designated coach or advisor during the weekend.

- Educational camps, leadership camps, academic camps, and club related camps are considered weekend enrichment program

### **The entry to Log:**

Scholars enter their Weekend Enrichment Program information in their Concept SIS student account under “Weekend Enrichment Program”.

- \* This item may be completed virtual or in person based on school decision.

## STANDARDIZED TEST PREPARATION

*Students are given an opportunity to take / plan Standardized test practice sessions. These sessions serve as a mock test in which students can take a test before their real test. More importantly, the outcomes of the session allow students to reflect on their scores and see where their strengths lie or indeed areas that still need improvement. This allows them to then focus on those areas that still need mastering.*

Studying is important because it is essential for a person to develop a complete education and provides students with the opportunity to develop study habits, time management skills and self-discipline.

This category is mandatory for most students and optional for seniors. The point value allocated to this category is 4 points. The maximum Standardized Test Preparation entries allowed for each student are up to 100 sessions throughout the school year. This applies to all who participate in this activity.

### **Examples:**

- All Standardized Test Preparation should be out of class time !!! (after school, before school, during lunch break, weekend)
- Individual test prep from an outside organization.
- Complete standardized test prep at home.
- ACT, SAT, EOC, AP Exam Prep tests

- Online test practice during overnight and camp activities.
- Test prep websites such as Khan Academy, Measuring up, Study Island, IXL, Alex, edulastic etc. Please check the student's study time frames and duration.
- **Test prep which continues after the compulsory Weekend Enrichment Program hours may also be counted (Middle School: 2 hours minimum, High School: 3 hours minimum).**
- **Tutoring is not considered as Standardized Test Preparation**

**Activities below cannot count as an standardized test prep**

-Homework

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

- Edgenuity (as an online course)

- Tutoring

**The entry to Log:**

Scholars enter their individual test prep information in their Concept SIS student account under "Standardized Test Preparation".

**COLLEGE / SCHOLARSHIP APPLICATIONS**

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.

This category is mandatory for senior students and optional for all other high school

grades. The point value allocated to this category is 5 points. The maximum College/Scholarship Application entries allowed for each student are up to 10 times throughout the school year. This applies to high school students who participate in this activity.

**Examples:**

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

**The entry to Log:**

Scholars enter their College/Scholarship Applications information as 1 entry for 1 complete application in their Concept SIS student account under “College/Scholarship Applications”.

## **COMMUNITY SERVICE**

### **COMMUNITY SERVICE**

*Engaging in community service provides students with the opportunity to become active members of their community and has a lasting, positive impact on society at large. Community service or volunteerism enables students to acquire life skills and knowledge, as well as provide service to those who need it most.*

Volunteerism enables students to acquire life skills and knowledge. While performing community service, children have the opportunity to see first-hand just how much their work can have an impact on the community.

Community service hours can be earned at school or an outside organization.

This category is mandatory for all students. The point value allocated to this category is 8 points. The maximum Community Service entries allowed for each student are up to 30 times

throughout the school year. Each session must be 40 minutes to an hour in length.

**Examples: \*\***

- 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)
- Volunteering at a non-profit organization.
- A service-learning project in one of your classes.
- A volunteer service project required for a class (i.e. Life Skills volunteer hours).
- Community organizing including voter registration and political campaigns.
- Service learning projects outside of class, including the training and preparation time (training must be directly related and cannot exceed 50% of the number of related service hours).
- Time served with a faith based institution that does NOT include teaching or promoting one faith.
- AmeriCorps
- NCCC
- Animal Care Shelter Work
- Aquatics/Water Safety Instructor
- Camp/Outdoor School Volunteer Civil Air Patrol Conservation Projects Crime Prevention Disabled Citizen Assistance Fire Dept. or Police Volunteer First Aid Instructor Health Service Hospital Volunteer Immigrant Services Interpreter Library Work Meals on Wheels Nursing Home/Aid to Elderly Park Volunteer Public Housing Services Red Cross Volunteer Safety Escort for Young Children Tutoring within the Community United Way Volunteer VISTA Program YMCA Volunteer.

\*\* Please refer to the State and Concept High school guidelines.

**The entry to Log:**

Scholars enter their community service and information in their Concept SIS student account under "Community Service".



# PHYSICAL FITNESS

## PERSONAL PHYSICAL ACTIVITIES

*Exercise is essential for improving overall health, maintaining fitness, and helping to prevent the development of potential health risks. It is vital that students learn to balance a lifestyle that includes some form of physical activity, rather than develop a sedentary lifestyle.*

Engaging in sports activities regularly helps improve students' focus on school work, as well as help them lead happier, healthier lives.

CYSP students are expected to complete the physical fitness requirements. Students may complete physical fitness hours at home or with their CYSP groups.

Physical education class and daily routines such as walking to school do not count towards CYSP physical fitness hours.

This category is mandatory for most students and optional for seniors. The point value allocated to this category are 3 points. The maximum Physical Fitness entries allowed for each student are up to 60 hours throughout the school year. This applies to all who participate in this activity.

Advisors may inform students about healthy food and drink choices to maintain their healthy lifestyles.

### **Examples:**

- Exercising, biking, jogging, swimming, etc.
- CYSP groups can do sports activities together such as playing soccer, basketball etc. in school or out of school.
- Aerobics Badminton Baseball Basketball Bicycling Boxing Canoeing/Kayaking Dancing Equestrian Fencing Field Events Figure Skating Fitness Walking Football Golf Gymnastics Handball Hiking Hockey Martial Arts Personal Workout Pilates Racquetball Rafting/Rowing Rollerblading Rugby Running or Jogging Sailing SCUBA Diving

Skateboarding Skiing Spinning Soccer Tennis Volleyball Weight training Wrestling Yoga

### The entry to Log

Scholars enter their physical fitness information in their Concept SIS student account under “Personal Physical Activities”.

## EDUCATIONAL ADVENTURES

### OVERNIGHT ACTIVITIES

Overnight activities' main aim is to strengthen relationships, have fun, and learn skills in a setting outside of the classroom and school. Overnight activities are planned to encompass as many different of the CYSP activities, ranging from individual test practice, to community service to extra curricular activities.

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 (at least with 2 supervisors)
- 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 the CYSP tab.
- Advisers or scholars can enter overnight activity information in the CYSP tab “College Trip (Out of Town)”, “Out of town trip” or “Overnight Activity”.
- If an out of town trip is two days or more, it will count as overnight through the SIS 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)”.

## **Trips and Overnight Activities Rules and Regulations:**

Trips and Overnight activities are sponsored school functions; therefore, all rules, regulations and policies of school are in effect.

No student will be allowed to participate on a trip or overnight activity without a signed permission slip (signed by student and parent/guardian) of these rules, which must be turned in prior to overnight trips.

Conduct:

Remember you are representing your family, your team, your school, and your community. Conduct yourself accordingly. All CYSP trips and overnight activities are a privilege,

not a right. Inappropriate behavior of any type as deemed by the advisor or chaperone will not be tolerated! Disruptive actions on your part may not only lead to serious consequences for you, but also cancellation of future school trips and CYSP related activities.

The following forms of behavior will not be tolerated at any time on the trip.

- 1.Smoking (including cigarettes, cigars, marijuana, etc.)
- 2.Drinking alcohol
- 3.Use of drugs or illegal substances or their possession
- 4.Any form of bullying.
- 5.Leaving the group unexcused (AWOL)
- 6.Abusing the curfew
- 7.Vandalism – Damage to property
- 8.Fighting – verbal or physical
- 9.Tardiness
- 10.Use of improper or abusive language
- 11.Disrespect toward advisors, chaperones, other students, and other people in general

Any violation of rules 1, 2, 3, 4, and 5 may result in suspension or expulsion from school and possible dismissal from the CYSP program. Please refer to your School Student Handbook for further explanation of school policies. Violation of rules 6 through 11 will be reviewed by the staff and may result in serious consequences. If there are concerns, please feel free to discuss them with your advisor or chaperons.

Baggage Inspection:

All luggage, purses, and carry-on bags might be inspected prior to leaving. Students

found in violation of school rules and trip policy (depending on the violation) will not be allowed to participate in the trip.

#### Dress:

Your personal appearance and your actions represent not only you, but our school, CYSP program, and Concept Schools. Dirty, sloppy, torn clothing should not be worn during any part of the trip. Don't forget your uniform and the equipment you will need for your sport/activity. (See SUGGESTED ITEMS FOR THE TRIP)

#### Suggested Items for the Trips:

Do not over pack! Be conservative in estimating what will be needed. Dress casually (but neatly).

Spending money- minimal amount.

One suitcase (reasonable size)

One carry-on

Appropriate clothes and shoes

Jacket/Sweater

Toiletries

Rain gear

\*Students are responsible for their belongings at all times. Be cautious – leave valuables at home, including good watches, jewelry, expensive cameras, etc.

#### Miscellaneous:

Medication – You must notify the advisor or chaperones of medication and any health problems or necessities.

First Aid Kit – Please ask any of the chaperones for help, if needed.

Hotel Courtesy and Safety – DO NOT LEAVE MONEY OR VALUABLES IN ROOMS.  
Respect other people who are also staying in the hotel.

Quiet Hours:

Curfews are determined by the Advisor or chaperons.

Do not slam doors or tie up the hotel switchboard calling room to room.

Loud talking, unnecessary confusion, profanity, or horseplay will not be tolerated!

TV/Phone volume will be kept at a soft volume so as not to disturb other guests.

No one is to be out of their room after curfew! Breaking this rule may result in a call home and your expulsion from the trip. Your trip home is at your own expense.

Curfew Time will be announced daily and may change according to the activities and events of the day. All students are to be in their rooms by the announced time (that means you must make your phone calls, get your snacks from the machine, etc., before curfew). You are expected to prepare for bed as lights out will occur thirty (30) minutes after curfew.

Tardiness – BE ON TIME (or early)! Do not make your group wait for you.

Snacks/Beverages – There should be caution used in snacking. All trash must be disposed of properly. Hotel and bus cleanliness must always be maintained by all participants.

Bed Check – Advisors/Chaperones will be checking rooms at curfew time and other times as desired.

Hotel Security – The hotel has normal twenty-four (24)-hour a day personnel on duty.

Room Inspection – may take place at any time. Keep it tidy and "picked up."

Boys Rooms & Girls Rooms are off limits to the opposite sex. At no time may a student enter a room of the opposite sex. This also includes any room of any other person in the hotel

complex.

Vandalism – Any damage or destruction to hotel or other property will become the financial responsibility of the person or persons involved. If no one person assumes responsibility or blame, an equal financial factor will be assessed to all persons involved as set by the hotel management (or other) and approved by the proper school personnel.

Remember to stop and think before you act!

Don't let yourself get caught up in stupid pranks. One small moment of glory may cost you, as well as others, much unnecessary grief. Remember, future trips for others will depend on the success of this trip.

### CULTURAL EXPOSURE

*With the world becoming a smaller place to live due to rapid progress and growth of globalization, Cultural Exposure activities are one of our guiding principles in exposing students to new cultures. The main reason behind this is to ensure that our students learn how to function as global citizens.*

In Cultural Exposure , individuals from different cultures, religions and ethics can work together, respect each other, become familiar with each other's traditions, regardless of whether s/he is a minority or not. Cultural Exposure activities provide some fundamental principles to the students to overcome problems in these situations.

CYSP students are expected to participate in activities that expose them to **different cultures**. Students can attend cultural events or visit different cultural centers.

This category is mandatory for most students and optional for 5-6 graders and seniors. The point value allocated to this category is 10 points. The maximum intercultural activity entries allowed for each student are up to 10 times throughout the school year. This applies to all who participate in this activity.

## Examples:

- Attending cultural festivals
- Visiting Chinatown, Greektown, Chinese, Italian cultural centers/museums etc..
- Hispanic Heritage Celebration, Amish culture, African American culture, Native American culture.
- Visiting cultural centers
- International programs which are organized by school, community, society
- Attending a cultural event hosted by the school
- Visiting museums which reflect different cultural backgrounds
- Advisors can create a program to expose scholars to a different culture.

## The entry to Log:

Scholars enter their intercultural activities information in their Concept SIS student account under “Cultural Exposure”.

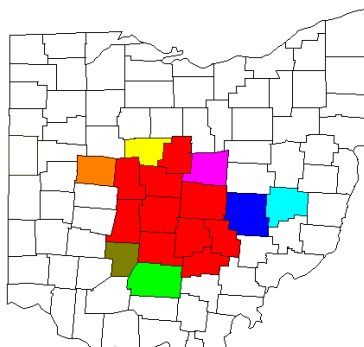
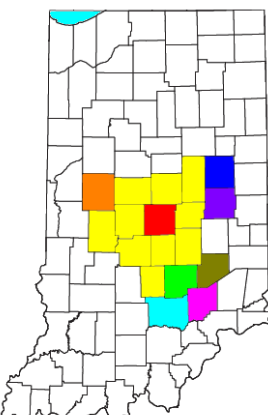
\* This item may be completed virtual or in person based on school decision.

## OUT OF TOWN TRIP

Scholars will participate in educational trips that are out of town with the school. The School or individual advisors may organize out of town trips. Advisors or any staff member must supervise the trip. 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)”.

#### **Trips and Overnight Activities Rules and Regulations:**

Trips and Overnight activities are sponsored school functions; therefore, all rules, regulations and policies of school are in effect.

No student will be allowed to participate on a trip or overnight activity without a signed permission slip (signed by student and parent/guardian) of these rules, which must be turned in prior to overnight trips.

Conduct:

Remember you are representing your family, your team, your school, and your

community. Conduct yourself accordingly. All CYSP trips and overnight activities are a privilege, not a right. Inappropriate behavior of any type as deemed by the advisor or chaperone will not be tolerated! Disruptive actions on your part may not only lead to serious consequences for you, but also cancellation of future school trips and CYSP related activities.

The following forms of behavior will not be tolerated at any time on the trip.

- 1.Smoking (including cigarettes, cigars, marijuana, etc.)
- 2.Drinking alcohol
- 3.Use of drugs or illegal substances or their possession
- 4.Any form of bullying.
- 5.Leaving the group unexcused (AWOL)
- 6.Abusing the curfew
- 7.Vandalism – Damage to property
- 8.Fighting – verbal or physical
- 9.Tardiness
- 10.Use of improper or abusive language
- 11.Disrespect toward advisors, chaperones, other students, and other people in general

Any violation of rules 1, 2, 3, 4, and 5 may result in suspension or expulsion from school and possible dismissal from the CYSP program. Please refer to your School Student Handbook for further explanation of school policies. Violation of rules 6 through 11 will be reviewed by the staff and may result in serious consequences. If there are concerns, please feel free to discuss them with your advisor or chaperons.

Baggage Inspection:

All luggage, purses, and carry-on bags might be inspected prior to leaving. Students found in violation of school rules and trip policy (depending on the violation) will not be allowed to participate in the trip.

Dress:

Your personal appearance and your actions represent not only you, but our school, CYSP program, and Concept Schools. Dirty, sloppy, torn clothing should not be worn during any part of the trip. Don't forget your uniform and the equipment you will need for your sport/activity. (See SUGGESTED ITEMS FOR THE TRIP)

Suggested Items for the Trips:

Do not over pack! Be conservative in estimating what will be needed. Dress casually (but neatly).

Spending money- minimal amount.

One suitcase (reasonable size)

One carry-on

Appropriate clothes and shoes

Jacket/Sweater

Toiletries

Rain gear

\*Students are responsible for their belongings at all times. Be cautious – leave valuables at home, including good watches, jewelry, expensive cameras, etc.

Miscellaneous:

Medication – You must notify the advisor or chaperones of medication and any health

problems or necessities.

First Aid Kit – Please ask any of the chaperones for help, if needed.

Hotel Courtesy and Safety – DO NOT LEAVE MONEY OR VALUABLES IN ROOMS.  
Respect other people who are also staying in the hotel.

Quiet Hours:

Curfews are determined by the Advisor or chaperons.

Do not slam doors or tie up the hotel switchboard calling room to room.

Loud talking, unnecessary confusion, profanity, or horseplay will not be tolerated!

TV/Phone volume will be kept at a soft volume so as not to disturb other guests.

No one is to be out of their room after curfew! Breaking this rule may result in a call home and your expulsion from the trip. Your trip home is at your own expense.

Curfew Time will be announced daily and may change according to the activities and events of the day. All students are to be in their rooms by the announced time (that means you must make your phone calls, get your snacks from the machine, etc., before curfew). You are expected to prepare for bed as lights out will occur thirty (30) minutes after curfew.

Tardiness – BE ON TIME (or early)! Do not make your group wait for you.

Snacks/Beverages – There should be caution used in snacking. All trash must be disposed of properly. Hotel and bus cleanliness must always be maintained by all participants.

Bed Check – Advisors/Chaperones will be checking rooms at curfew time and other times as desired.

Hotel Security – The hotel has normal twenty-four (24)-hour a day personnel on duty.

Room Inspection – may take place at any time. Keep it tidy and "picked up."

Boys Rooms & Girls Rooms are off limits to the opposite sex. At no time may a student

enter a room of the opposite sex. This also includes any room of any other person in the hotel complex.

Vandalism – Any damage or destruction to hotel or other property will become the financial responsibility of the person or persons involved. If no one person assumes responsibility or blame, an equal financial factor will be assessed to all persons involved as set by the hotel management (or other) and approved by the proper school personnel.

Remember to stop and think before you act!

Don't let yourself get caught up in stupid pranks. One small moment of glory may cost you, as well as others, much unnecessary grief. Remember, future trips for others will depend on the success of this trip.

### IN-TOWN TRIP

In-town trips serve the purpose of allowing students to explore their localities, and see what services their home towns/cities have on offer. This activity allows students to build relationships with local businesses as well as local people.

Field trips are educational experiences that allow students to apply their lessons to the real world. These trips tend to be the most memorable moments of a student's career.

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”.

## COLLEGE & UNIVERSITY VISITS

*A planned Collegevisit allows prospective students to take campus tours to learn about the college or university's facilities, as well as student life, culture on campus, academics, and programs offered by the institution.*

College visits allow students to ask questions, meet other prospective students and understand college on a deeper level. Students get a sense of the college’s vibrancy, character, and facilities. Visits will provide them with a more complete picture.

College visits organized by the school are the only trips that will count for this category.

This category is mandatory for high school students and optional for the younger grades. Please keep in mind that this activity is very important in terms of it's point value and this will really help gold and silver students reach their goal at the end of the year.

The point value allocated to this category is 12 points. The maximum college trip entries allowed for each student are up to 5 times throughout the school year. This applies to all who participate in this activity.

### **Examples:**

- Visit a local college or university with your school trip.
- Visit a college or university with the CYSP group and advisor.

### **The entry to Log:**

Scholars enter their college trip information in their Concept SIS student account under “College & University Visits”.

\* This item can be completed virtual or in person based on school decision.

## **BONUS ACTIVITIES**

Bonus activities help students reinforce other CYSP activities and provide them more flexibility and ease in the successful completion of the overall CYSP program. These activities have no minimum requirement.

### **BONUS ACTIVITY 1 FOR 5TH TO 8TH GRADES**

Attending a regional, national or international and concept schools competition. (100 points) (robotics, science fairs, math, and technology competitions, Concept Art and Language Festival, Concept Design Contest, Spelling Bee, Spoken Word, Concept Schools competitions, )

#### **The entry to Log:**

Scholars enter their Bonus Activity information in their Concept SIS student account under “Bonus Activity 1”.

### **BONUS ACTIVITY 2 FOR 5TH TO 8TH GRADES**

Attending a regional, national or international and concept schools competition. (100 points) (robotics, science fairs, math, and technology competitions, Concept Art and Language Festival, Concept Design Contest, Spelling Bee, Spoken Word, Concept Schools competitions, )

#### **The entry to Log:**

Scholars enter their Bonus Activity information in their Concept SIS student account under “Bonus Activity 2”.

## BONUS ACTIVITY 1 FOR 9TH TO 11TH GRADES

Attending a regional, national or international and concept schools competition. (100 points) (robotics, science fairs, math, and technology competitions, Concept Art and Language Festival, Concept Design Contest, Spelling Bee, Spoken Word, Concept Schools competitions, )

### **The entry to Log:**

Scholars enter their Bonus Activity information in their Concept SIS student account under “Bonus Activity 1”.

## BONUS ACTIVITY 2 FOR 9TH TO 11TH GRADES

Enrolling Congressional Award and getting at least bronze certificate (100 points)

For more information visit the website: <https://www.congressionalaward.org/>

### **The entry to Log:**

Scholars enter their Bonus Activity information in their Concept SIS student account under “Bonus Activity 2”.

**No Bonus Activities for Seniors.**



## **CYSP FOR SENIORS**

### **FUTURE LEGACIES**

CYSP has initiated an exciting partnership with Future Institute to build a college scholarship fund for Senior CYSP scholars. **CYSP Gold Seniors students** have an opportunity to build skills and plan for college success. The program starts in 12th grade and requires CYSP scholars to commit to enrolling in the Future Legacies over the course of their college degree or career program pursuit.

Scholars who have completed **GOLD requirements** in their senior year will qualify a scholarship fund of up to \$2,000 per year of continuous college/university or career program enrollment with FLI (Future Institutes' college program) participation. Please note that this financial assistance is given by Future Institute, not CYSP.

Please feel free to contact the Program Officer to get more information about Future Legacies.

**Iara Kirchner**

[iara@futureinstitute.us](mailto:iara@futureinstitute.us)

- No bonus activities for seniors.

### **Future Legacies Program Information for Students**

**2021-2022**

#### **Registration Process:**

1. Sign up for CYSP as a Gold Level Scholar
2. Complete the Future Legacies Application Form by October 13, 2021

3. Complete the Initial Student Survey that will be emailed by the Program Officer upon program acceptance

**Requirements:**

- Communicate in an effective and timely manner
- Check personal email regularly and respond, if necessary (add your email accounts on your phone).
- Read through emails and monthly newsletters
- Complete ALL surveys/requests that are sent, including the End of Year Form
- Respond to email/texts from your mentor
- Pay attention to Program Officer messages sent via Remind
- Commit to 7 credit hours minimum in the following program areas on top of the other 25 hours for CYSP Gold Level by May 6, 2021:
- 3 Junior Mentor Meetings/Consultations (1 credit hour each)
- You will be paired with a Concept graduate with similar career interests
- You will receive an email titled: "Future Legacies: Junior Mentor Pairing!"
- Mentor meetings will be scheduled between the mentor and mentee via email/text
- Meetings can take place via phone call, video call (Facetime, Google Meets, Zoom, etc), or in person (if possible)
- Meetings should be a minimum of 30 minutes in length
- To receive credit, you must complete a Junior Mentorship Meeting Log for each meeting.
- You must also complete this log if the mentor does not show up to your scheduled meeting.
- Proof in the form of a screenshot or selfie will need to be attached to logs for completed meetings. Make sure screenshots include contact of your mentor (name and phone number) and the duration of your call whether it is video or audio only.

- 2 College & Career Workshops (1 credit hour each)
- Workshops will take place over Zoom video conferencing
- Workshop topics and times will be determined based on participant responses on the initial student survey
- Workshops will be around 45 minutes in length
- Students must complete a feedback survey for each workshop to get credit for attending
- Students have one week after each workshop to complete the feedback surveys that will be sent to them via email right after each workshop they attend
- 2 Progress Meetings (1 credit hour each)
- Progress meetings will take place over Zoom video conferencing
- The first progress meeting will be between Thanksgiving break and Winter Break and the second meeting will be between late March and early April
- The students will pick a 15-minute time slot via Calendly to meet with the program officer

### **Benefits:**

If you complete all of your CYSP requirements by the set deadlines, including Future Legacies, you will receive the following benefits:

Acquire college, career, and life skills to be a successful adult and professional

Certificate of Completion

Qualify for Future Institute's FLI (Future Leaders Initiative) program which offers up to \$2,000 of financial assistance per year of continuous college/university or career program enrollment and FLI participation

In order to join FLI, the student must complete a few FLI Summer Bridge requirements during the summer after their high school senior year which include:

Complete FLI Program entrance survey

1 mentor meeting with their Future Legacies mentor

1 college & career workshop

## 1 FLI Program Orientation

### **Appeals:**

If you are dropped from the program and you feel it is unfair, please follow these steps:

Submit a written explanation to the Executive Director, Cengiz Karatas (karatas@futureinstitute.us) with proof.

The Administration will review the appeal and take any necessary actions. You will hear back within 48 hours. All appeals are subject to the Administration's decision.

We encourage you to check your CSYP report card on ConceptSIS as much as possible. Your Future Legacies progress will appear there along with your other CYSP requirements. Contact the Program Officer if you have any questions.

Program Officer, iara kirchner

[iara@futureinstitute.us](mailto:iara@futureinstitute.us)

[www.futureinstitute.us/future-legacies-scholar](http://www.futureinstitute.us/future-legacies-scholar)

## **GOLD SENIOR REQUIRED ACTIVITIES**

### **FUTURE LEGACIES REGISTRATION AND TUTORIAL**

- Register for the Future Legacies Program.

Please register using the link and instructions here. For more information visit the website: <https://futureinstitute.us/future-legacies-scholar/>

### **The entry to Log:**

Future Legacies program officer enters Future Legacies Registration and Tutorial information in the Concept SIS student account under "Future Legacies Registration and Tutorial".

## FUTURE LEGACIES PROGRESS MEETING

- Participating Future Legacies Progress Meeting

The Future Legacies Program Officer will schedule a meeting with participants at the end of each semester. During these meetings, the Program Officer will evaluate the students' program participation, answer any questions, and provide program feedback.

### **The entry to Log:**

Future Legacies program officer enters Future Legacies Progress Meeting information in the Concept SIS student account under “Future Legacies Progress Meeting”.

## COLLEGE AND CAREER WORKSHOP AND SURVEY

- Attending 2 Future Institute College & Career Workshops (online)

Scholars must attend these workshops at least twice per year either through online webinars or in-person at the school, if available. A schedule will be provided to CYSP advisors. Scholars must schedule to attend each workshop through the MyFuture Portal consultations feature.

Online workshops will take place over Zoom. You must attend two workshops and complete a feedback form after each workshop to complete the requirements. Topics and times to be determined based on the initial student survey.

### **The entry to Log:**

Future Legacies program officer enters scholars' College and Career Workshop and Survey information in their Concept SIS student account under “College and Career Workshop and Survey”.

## JUNIOR MENTOR MEETING

- Participating Junior Mentor Meeting

Scholars will be paired with junior mentors who are Concept graduates currently enrolled in college. One junior mentor will be paired with each scholar. Scholars will meet with their respective junior mentors four times for an hour each meeting throughout the school year on the My Future portal, an online platform for virtual meetings. Future Institute staff will pair scholars with a mentor. Then, scholars will be responsible for contacting their assigned junior mentor on the MyFuture portal to schedule the first video conference and all meetings for their mentorship.

### **The entry to Log:**

Future Legacies program officer enters scholars' Junior Mentor Meeting information in their Concept SIS student account under "Junior Mentor Meeting".

## CYSP PLUS CATEGORIES "PARENT ENGAGEMENT"

CYSP Program has a PLUS category that is centered in parent/guardian participation. PLUS categories are added to encourage parent/guardian involvement and participation in school activities and their scholars school events.

This category is not mandatory for scholars to achieve any medal. However, they will be rewarded with a distinction if their parents participate 4 times throughout the school year.

### **Examples:**

- CYSP parents/guardians attend any school organized CYSP program.

### **The entry to Log:**

Advisors enter Parent Participation information in their Concept SIS account under "Parent Engagement".

<b>Some examples of CYSP Parent/guardian-Student Participation Activities</b>
CYSP parents/guardians attend any school organized CYSP program.
Homevisit : Advisor will visit scholar's home and give information about past and upcoming CYSP activities, progress, goals, etc. to parents
CYSP Progress Monitoring Meeting: Parents/guardians should attend weekly/bi-weekly CYSP Progress monitoring meeting 15-20 minutes with their child.
CYSP Parent/guardian Information Meeting/Dinner: Parents should attend the CYSP Parent Meeting/Dinner.
A minimum of a 15-20 minutes attendance by the parent/guardian is required for the aforementioned CYSP parent activities to be counted towards participation.
<b>Please DO NOT consider the following activity as a CYSP Parent Participation</b>
Parents/guardians attending or overseeing a tutoring session, a fitness or club activity with their student, anywhere other than school grounds without the supervision of an advisor doesn't count as parent participation.
Dropping off and picking up students from CYSP activities cannot be considered as CYSP Parent participation

**Examples:**

- 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
- Engaging in School Programs

**Logbook Entry:**

Advisors or scholars should enter Plus categories' information in the CYSP logbook as "Parent Engagement".

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**Activity Chart which shows responsible person/institute**

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Category	Scholar, advisor, and coordinator will track the log entrance			PROOF is REQUIRED !!!! Proof should be handed to the advisor within one week!		
	Organized by advisor	Organized by school CYP Coordinator	Organized by school	Organized by any institute/society other than school	Organized by parent	Organized by student
Progress Monitoring	✓	✗	✗	✗	✗	✗
Participating in Extra-Curricular Activities	✓	✓	✓	✓	✗	✗
Character Education	✓	✓	✓	✗	✗	✗
Enhancing Reading & Writing skills	✓	✓	✓	✓	✓	✓
Weekend Enrichment Programs	✓	✓	✓	✓	✗	✗
Standardized Test Preparation	✓	✓	✓	✓	✓	✓
Community Service	✓	✓	✓	✓	✓	✓
Personal Physical Activities	✓	✓	✓	✓	✓	✓
Overnight Activities	✓	✓	✓	✗	✗	✗
Cultural Exposure	✓	✓	✓	✗	✗	✗
Out of Town Trip	✓	✓	✓	✗	✗	✗
Virtual Educational Trip	✓	✓	✓	✗	✗	✗
Virtual College & University Visit	✓	✓	✓	✗	✗	✗
College Readiness & Career Exposure	✓	✓	✓	✓	✓	✓
College / Scholarship Applications	✓	✓	✓	✓	✓	✓