

## Appendix

### Quarterly Meeting/Volunteer Activity Attendance Policy (1/1/2013)

#### Students:

In a calendar year, a student will be able to have one absence from a Quarterly Meeting and one absence from a Volunteer Activity without penalty. No communication regarding the reason for the absence will need to be given. *For student in his/her first year of the program*, which is only part of a calendar year, a student will be allowed to miss one Quarterly Meeting or Volunteer Activity without penalty.

For every missed Quarterly Meeting or Volunteer Activity after the allowed amount of missed events, the LFYS Program will recommend a scholarship reduction of \$300 first, then by \$600 the next miss. If there is a third miss, the student will be removed from the LFYS Program. This reduction is based on cumulative days missed for the student's time in the program, not a yearly basis.

The only excused absences are for 1) an illness that requires a doctor's care and that is documented by that doctor, and submitted to LFYS Program by the student, as an illness that prevented the student from attending the required event, or 2) a death in the Immediate Family within two weeks of the LFYS Program event. Immediate Family includes a student's father, mother, sibling, grandparent, or other significant family member if approved by the Executive Director. Substituted volunteer work will not be allowed.

Attendance concerns will be reviewed by the Executive Director and Student Development Committee before action is taken.

#### Parents:

A parent, guardian or responsible adult (which could be the student's mentor) is required to be at Quarterly Meetings and Volunteer Activities.

The LFYS Program is a partnership designed to help the student succeed, and parents play a key role in that partnership. By attending Quarterly Meetings, parents show support for their children and the goals of the LFYS Program.

Mentors are encouraged to be at Quarterly Meetings and Volunteer Activities. Again, when parents, guardians, and mentors participate with their young scholars, the value of giving back to the community is reinforced.

Attendance rolls will be emailed or mailed (if email is not available) to all LFYS Program families every December so that any mistakes can be immediately corrected. Attendance rolls will reflect any scholarship reductions.

### **Student Attendance for Steps 4 Success, W.E. Pro\$per, and Finance for Your Future Classes (1/1/2013)**

Effective January 1, 2013, the student is required to enroll in the age-appropriate W.E. Pro\$per, Finance for Your Future, or Steps 4 Success classes. If the student does not enroll by the second class-meeting date, the Student Development Committee will determine further action up to and including removal from the LFYS Program.

Attendance at the classes will be governed by the respective teachers. If a teacher believes a student is not attending enough to meet his or her requirement, the teacher may request that the Student Development Committee reduce the scholarship by an appropriate amount or remove the student from the program depending on the specific facts.

### **Attendance Policy for Tri-County Tech, Bartlesville Public Schools, & Concurrent (College) Class Attendance (2/24/15)**

A Parent/Guardian must call the appropriate school office in the day of or at the latest within three school days to clear up truanancies and unexcused absences.

The LFYS Program believes that classroom time is valuable, and therefore the student will be held accountable for classroom absences. Classroom experiences and interactions with teachers and other students are crucial to comprehending the material. The LFYS Program staff will track truanancies and unexcused absences and will contact Parent(s)/Guardian(s), student, and mentor when PowerSchool (or other way of tracking truanancies) displays a truancy or unexcused absence. It is then up to the Parent/Guardian to notify the school of the reason for the truancy or unexcused absence. If a student has 3 unexcused absences and/or truanancies within a semester, then the Student Development Committee will meet to discuss potential student dismissal.

### **Online Classes Policy (11/2014)**

Any student enrolled in online classes will be required to produce an official cumulative semester grade from his or her online classes no later than the normal school semester.

Student, Parent/Guardian and Mentor must sign off on the online course/program guidelines. Also, they must all attend an online training session with the BPS staff to better understand the online curriculum structure. There will be a document that must be signed by the person providing the training showing proof they attended the training. This must be done no later than the first week of online school.

Student must provide accurate login information to the LFYS Program staff no later than one week of beginning the online curriculum. Student is also held responsible for immediately notifying LFYS Program staff if any changes occur with their online curriculum. In the case that a waiver must be signed for LFYS Program staff to have access to their curriculum, it must be signed and produced no later than one week of beginning the online curriculum.

In a rare case that LFYS Program staff cannot access the online portal; any student enrolled in online classes will be required and held responsible for submitting some sort of grade average every week (same as every LFYS Program student) to the LFYS Program staff. This could mean that it has to be signed off by counselor, teacher or parent/guardian.

Parent/Guardian, Mentor and Student must read and sign off on the LFYS Program Bartlesville Public School Online Class Policy.

The student must complete the time recommended by school per coursework and hours per class as recommended. This does not count idle time; it has to be actual working time. Exceptions will be for normal school break periods (i.e. Spring Break, Fall Break, etc.)

Any student not meeting requirements of the LFYS Program Bartlesville Public School Online Classes policy will be brought up before the LFYS Program Student Development Committee.

### **College Concurrent Class Policy (11/2014) (Revised 2/5/18)**

Any student enrolled in college concurrent classes will be required to produce an official cumulative semester grade from his or her classes no later than the normal college semester.

Student is also held responsible for immediately notifying LFYS Program staff if any changes occur with their curriculum. In the case that a waiver must be signed for LFYS Program staff to have access to their curriculum, it must be signed and produced within the second week of beginning concurrent curriculum or they could be brought up to the Student Development Committee.

In a rare case that LFYS Program staff cannot access grades; any student enrolled in college concurrent classes will be required and held responsible for submitting some sort of grade average at the end of the semester (same as every LFYS Program student) to the LFYS Program staff. This could mean that it has to be signed off by counselor, teacher or parent/guardian.

Student must present the LFYS Program staff with a FERPA release signed the first week of class (FERPA release located in LFYS Program Office).

Student must also present the LFYS Program staff with each class's syllabus (only if the class has a syllabus).

Parent(s)/guardian(s), Mentor and Student must read and sign off on the LFYS Program College Concurrent Class Policy.

Any student not meeting requirements of the LFYS Program College Concurrent Class Policy will be brought before the LFYS Program Student Development Committee.

Below are the requirements for students applying to the LFYS Program for payment of concurrent enrollment.

1. ACT minimum of 19 and HS GPA of 3.0.
2. The LFYS Program will pay for up to 2 classes per semester or during the summer for students who have been in the program a minimum of 4 years and pay for up to 1 class per semester or during the summer for students who have been in the program less than 4 years. The maximum amount paid per class will be \$350 and paid out as funds are available. However, at the discretion of the Executive Director, funds may be redistributed to best meet the concurrent class needs of all students. Classes taken will be reviewed and should be in alignment with the student’s anticipated college degree plan.
3. Student must be in good standing in the LFYS Program (i.e., not on probation, good attendance records, etc.).
4. Scholarship funds must be available.
5. Due to the endowment balances at our partner universities, our preferred selection of universities for concurrent courses is:
  1. OKWU
  2. RSU
6. Students will continue to have a maximum scholarship funding: \$16,000 for students in the program 4+ years, \$12,000 for a student in the program 3 years, \$8,000 for a student in the program 2 years.
7. Students must make a minimum of a “B” in concurrent classes to allow for further concurrent class payment.
8. LFYS Program staff access to grade information at the attended university is mandatory and grade information must be provided before additional classes will be funded by the LFYS Program endowments.
9. When prioritization is necessary, we will use the same formula as used for the college selection process (see below table).

Criteria	Weight of Criteria
Students’ GPA	50%
Length of Time in Program	25%
Participation in Program (Quarterly Meetings and Volunteer Activities Attendance)	25%

See LFYS Program staff to request the “Student Request form for Concurrent Class Payment” in order to request for Concurrent Class payment. Form must be submitted to office at least 2 weeks before classes start in order to be considered.

NOTE: Even though summer concurrent class payment is offered, tuition waivers are only available during the school year.

**Technology/Vocational School Policy (11/2014)**

Any student enrolled in technology/vocational classes will be required to produce an official cumulative semester grade from his or her classes no later than the normal technology/vocational school semester.

Student must provide accurate login information and produce a signed FERPA within the second week of starting class. Student is also held responsible for immediately notifying LFYS Program staff if any changes occur with their curriculum. In the case that a waiver must be signed for LFYS Program staff to have access to their curriculum, it must be signed and produced within the second week of beginning online curriculum or they could be brought up to the Student Development Committee.

In a rare case that LFYS Program staff cannot access the online portal; any student enrolled in technology/vocational classes will be required and held responsible for submitting some sort of grade average every week (same as every LFYS Program student) to the LFYS Program staff. This could mean that is has to be signed off by counselor, teacher or Parent/Guardian.

Student must present the LFYS Program staff with a grade book system by the first week of class (or as soon as class is given one).

Student must also present the LFYS Program staff with each class's syllabus (only if class has a syllabus).

Parent/Guardian, Mentor and Student must read and sign off on the LFYS Program Technology/Vocational School Policy.

Any student not meeting requirements of the LFYS Program Technology/Vocational School Policy will be brought before the LFYS Program Student Development Committee.

### **LFYS Program Academic Probation Policy** (1<sup>st</sup> Revision 4/10/2010) (2<sup>nd</sup> Revision 2/24/2015)

#### Academic Requirements:

Beginning Spring 2011, a student's GPA will be required to be a 3.0 or higher. Two 9 Weeks classes are combined to create a semester grade.

#### Probation:

If any semester GPA is lower than the minimum required GPA, the student is put on academic probation in the LFYS Program.

A formal letter is delivered to the student and parent/guardian by the LFYS Program staff. It will include a copy of student probation checklist which must be filled out and returned to the Executive Director.

The Parent/Guardians will request a meeting with the school counselor, the student's teacher(s), the student's mentor, and the Executive Director should be invited. At this meeting the student probation checklist must be completed to develop a support plan that may include school tutoring. This checklist must be returned to the Executive Director.

Student should not have missing or late assignments. Missing or late assignments should be discussed with the teacher(s) and staff. Student will be held accountable for emailing staff with reasons for late or missing assignments. Exceptions may be made based on circumstances such as absences, but assignments should be made up within the school's policy for turning in missed assignments.

In the case that a student's grade falls below a letter grade C (below 80.0%) in any course, that student will be held accountable for seeking tutoring at school or another source (i.e. such as the Bartlesville Public Library Literacy Program, or another approved tutor through the Executive Director). Student will also be held accountable for sending an e-mail to the LFYS Program staff stating who is tutoring and where and when their tutoring is taking place. This tutoring is required until the student is able to increase their grade to above 80.0%.

LFYS Program Staff and mentor will closely monitor attendance, missing assignments, and grades during probation.

Any student that is on probation will need to seek 6-8 weeks of tutoring for any past classes that they received below a letter grade C for the previous semester. This must be signed off by the tutor and sent to the LFYS Program Office. A check of the required tutoring will be completed at the 3<sup>rd</sup> week.

Not following any of these recommendations could be grounds for immediate removal from the program.

If the next semester GPA is lower than the minimum required GPA at the end of the semester placed on probation, the student may be removed from the program. However, the Student Development Committee will make a formal recommendation to the Executive Director whether to remove the student or implement a new support plan. This review committee's decision will be heavily based on student effort to attain the minimum GPA, parental involvement, and participation in the program.

Cumulative GPA will be considered for the student being evaluated for removal from the LFYS Program.

Beginning April 10, 2010, student will only be allowed on probation once unless justifiable extenuating situations are presented.

### **Bullying Policy (2/24/2015)**

The LFYS Program expects the student to uphold a high degree of integrity and accountability for their actions. In light of issues with bullying, be it face-to-face, Internet, or telephone, the following policy has been adopted to handle bullying initiated by an LFYS Program student.

The LFYS Program will maintain a policy in alignment with the Bartlesville Public School System policy, available at [http://www.bps-ok.org/policies/\\_pdf/FIC.pdf](http://www.bps-ok.org/policies/_pdf/FIC.pdf) and attached.

If after a full investigation through the BPS process a LFYS Program student is deemed guilty of bullying, he/she will be up for review and may receive discipline in the form of probation up to removal from the LFYS Program.

### **LFYS Program ACT/SAT Policy** (Revised 2/13/17)

The LFYS Program will pay for up to 3 ACT/SAT tests in each category or overall for 7<sup>th</sup>-12<sup>th</sup> grade students **who have not been on probation** within the LFYS Program. Most LFYS Program students should qualify for two fee waivers, one each for junior and senior years. Waivers should be used before using LFYS Program funds for testing. Students may request vouchers from their high school counselors. Even when using the vouchers, the LFYS Program will pay for the additional fee for Test Information Releases, if available (all test dates do not offer this service). Students must provide ACT scores to the LFYS Program.

When the LFYS Program has paid for an ACT test or a Test Information Release and the student does not attend, no additional funds will be disbursed for the student for ACT tests or Test Information Releases from the LFYS Program unless the student provides proof from a qualified medical professional.

### **AP Test Policy** (Updated 2/6/2018) (Revised 2/23/18) (Revised 3/6/19)

AP exams are administered in early to mid-May. A late-testing window is available in late May for those unable to make the regular exam dates, however the LFYS Program will not pay for any late fees. Most LFYS Program students will qualify for free and reduced lunches. These students (free & reduced qualified) only pay \$10 for the exam.

1. Students register for the exams online at <https://www.TotalRegistration.net/AP/370265> and answer “yes” to the question about free/reduced lunch (assuming this applies).
2. HS counselor will go in and approve the fee reduction.
3. Student will contact Executive Director and arrange to meet in the LFYS Program office where Executive Director will pay for the reduced fee for the AP exam(s).
4. Student agrees to provide scores to the LFYS Program office.

Students who have not been on probation within the program may have AP exam test fees reimbursed for up to \$250 total per student. LFYS Program credit card will be reimbursed if the student does not take the test.

### **Camp Policy** (6/10/2015) Revised (5/8/2017)

The LFYS Program will assist with camp costs outside of camps recommended and organized by the LFYS Program staff. However, the LFYS Program will pay for only one camp per summer.

The camp **MUST** be approved by LFYS Program staff before the camp is attended to ensure it falls within our guidelines of being a STEM camp, career exploration camp, etc. An amount

equal to what LFYS Program pays for campers, or if the camp was free, a \$100 stipend will be paid to cover additional costs *after* the camp has been attended.

Proof of camp attendance, such as literature, etc., must be supplied as well as an invoice from the camp for camp payment assistance. The students will be expected to make a quarterly meeting presentation on the camp soon after attendance.

Students may attend camps supported by the LFYS Program up to the August after their high school graduation.

### **Oklahoma's Promise Policy (2/13/2017)**

Students who qualify for Oklahoma's Promise are required to apply in the 8<sup>th</sup>-10<sup>th</sup> grade and supply letter or email of acceptance to the LFYS Program Office. If a student loses their Oklahoma's Promise Scholarship because of actions or negligence on their part that makes them ineligible, they will be removed from the LFYS Program.

More information can be found about Oklahoma's Promise at [okhighered.org](http://okhighered.org).

### **LFYS Program Payment Policy (8/28/2017)**

Students or parents signing up for any events or activities paid for by the LFYS Program are expected to attend the event, appointment, etc. If parents do not attend, they will be ineligible to apply for payment of future activities by the LFYS Program. If students do not attend, they will be ineligible to apply for payment of future activities by the LFYS Program for a period of two years. Should a student or parent become ill causing inability to attend event paid for by the LFYS Program, the student or parent must present a signed note from a qualified medical professional stating the nature of the illness.

### **LFYS Program Dental Program (Revised 2/11/19) (Revised 05/07/2018) (Revised 2/18/2013)**

The Dental Program has been modified to only provide coverage of orthodontic treatment for students. This treatment will be provided to eligible students who provide a recommendation of needed orthodontics from their own family dentist. This program is based on the premise that a person's self-esteem is bolstered when that person is confident in his or her appearance.

#### Eligibility:

To be eligible for dental treatment, a student must individually have perfect attendance for both quarterly meetings and quarterly volunteer activities in a calendar year. All students will be notified in January of every year if they qualify for dental treatment.

#### Eligibility Verification:

To receive orthodontics, the eligible student must notify the LFYS Program office to confirm they are eligible for the dental program. After confirming their eligibility, the student will make an appointment with his/her own family dentist to complete cleaning, oral health check, and determination of if braces are needed. This appointment cost is not paid for by the LFYS



Program. The referral from the family dentist will then be provided to the LFYS Program staff for referral to Dr. Unruh, of the Brace Place. The Brace Place will contact the student to set up an initial appointment. If you do not show up for your scheduled appointment (i.e. didn't call and reschedule), your name will be permanently removed from the eligible list.

Priority:

- Students finishing treatment plans from a previous year have priority
- Students with the most critical treatment needs will have priority over
- Students with non-critical dental treatment needs.

Other options for dental assistance:

1. Tri-County Tech dental hygiene class (only available September through May). They do basic cleanings, etc. Their telephone number is 918.331.3218.
2. Catholic Charities offers free dental service in Tulsa on Tuesday of each week. They do extractions. Their telephone number is 918.949.4673.
3. Green Country Dental Clinic. Their telephone number is 918.338.0198. They provide free dental care, extractions, cleaning, and restorative care.