



Partnership Scholars Program

Handbook for Mentors, Scholars and Parents

Partnership Scholars Program’s mission is to provide six years of educational and cultural experiences to academically motivated, but economically disadvantaged students, starting in the 7th grade, to promote college access and a lifetime of success.

This handbook presents Partnership Scholars Program (PSP) policies and guidelines regarding this six-year scholarship and mentoring program. We update this handbook each year in response to feedback from students and mentors so that you can use this as a guide throughout the year.

Please contact our team with any questions. We’re happy to have you as part of the PSP community!

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PSP Program and History

Our History

Partnership Scholars Program began in 1996 as an outgrowth of volunteer work conducted in Lennox School District by our founder, Glenn Langer, MD. Dr. Langer saw underrepresented students lacked the guidance, resources and opportunities that are routinely available to those in more affluent communities — and are crucial in preparing youth for success in college and life. After initially committing funds to help seven students realize their dream of going to college, Dr. Langer and his wife, Marianne, founded Partnership Scholars to help more students. For the first 12 years, Partnership Scholars operated with no paid staff through the collaborative efforts of volunteers and school partners. Today, Partnership Scholars is an established 501(c)(3) organization governed by a Board of Directors comprised of educators, alumni and community leaders. Partnership Scholars Program serves students in El Monte, Fort Bragg, Lennox, Mendocino and Ukiah.

How We Help Students Succeed

PSP works with high school students in two different communities in southern California. Students who are admitted into PSP:

- Are paired with a caring adult mentor who engages with students throughout middle school and high school and supports students' academic and life goals.
- Experience a broad variety of new cultural experiences and education experiences.
- Receive help applying to and paying for summer enrichment programs and college applications.
- Visit colleges in new places, such as New York, Washington, D.C., Illinois and Massachusetts.
- Get college-access and financial-aid guidance and support.

PSP Scholar Opportunities and Expectations

Scholars are chosen to be part of PSP because of their academic standing and their strong desire to experience the world outside of their community, with the goal of attending and graduating from a 4-year university. With this in mind, we expect all scholars to abide by the PSP Scholar Participation Agreement and use the PSP Core Program Guide to plan monthly activities with their mentor. Scholars are expected to maintain communication with PSP staff and mentors, and be engaged in program activities at least once a month from grades 7-12.

PSP Mentor Opportunities and Expectations

The role of PSP mentors is to help scholars gain the cultural literacy and academic preparation that will help them succeed in college and beyond. Through monthly activities, mentors should build a positive relationship with their scholars and also make an effort to get to know the parents. With this in mind, we expect mentors to follow all PSP guidelines and policies. Mentors should always conduct themselves in an appropriate and professional manner and use your judgement to assure the safety and enjoyment of your scholars. (i.e. no consumption of alcohol, no R rated movies, no high risk activities, etc.)

Parent Opportunities and Expectations

Parents and guardians are a very important part of the Partnership Scholars Program. They are the ones who have raised their children to be academically motivated, responsible, and curious. They entrust their children to our program and our mentors because they understand the unique opportunity PSP provides children in grades 7-12. We ask that parents continue to support their child's development by encouraging them to be active in PSP and be open-minded to new

experiences and supportive of their college goals. Please review this Handbook carefully and return the signed Scholar Participation Agreement.

PART 1: USING SCHOLAR FUNDS

How does the PSP scholarship work?

Each student in PSP is given a scholarship fund that is to be used by scholars and mentors to support all the activities they do together. PSP scholarship money can be used to pay for cultural and academic activities, purchase needed school supplies and cover costs related to college applications, like SAT enrollment and application fees. We give you much more detail on this later in this document – keep reading!

The scholarship money is not given directly to a student, their family or a mentor. Mentors must submit their receipts from the expenses they have from their scholar activities to the PSP office, and PSP will fully reimburse those costs. More on how to use the funds and request reimbursements on page 9. The type of activities that scholars and mentors can do together are in the PSP Core Program guide on page 14.

At the start of each school year, PSP staff will notify each scholar and their mentor with how much scholarship funds they have available to use. Scholars and mentors will be sent scholar balances at least 4 times per year, and we highly encourage mentors to create a budget sheet with their scholars so that they can track the balance on their own accounts. This will help scholars & mentors plan how you use the scholarship funds to have a wide variety of fun and enriching experiences each year.

What types of activities should mentors and scholars do together?

Our Core Program Guide (page 15) lists all the experiences we expect scholars and mentors to have together during their years in the program.

The Core Program Guide emphasizes a focus on focus on the cultural exploration and other types of activities that expose students to new environments and concepts. Trips to museums, theater productions, professional sporting events, and university campuses are the most common outings. We also encourage mentors and scholars to try new types of foods together, spurring conversations about other peoples and places around the world.

PSP is a college access program and we ask mentors to make sure they visit several new college campuses each year. PSP arranges college tours for high school students, but it's important to instill a college-going mindset in students as early as the 7th grade.

More recreational types of outings (e.g., movies, mini golf, go-karting, Color Me Mine, etc.) should be limited to a few times per year at most. Scholars have also enjoyed activities such as boat trips, bowling, and etiquette classes. These activities are part of a well-rounded experience, but should not take the place of the cultural exposure that is central to PSP's mission.

The categories listed below are those that most commonly are questioned, but do not represent a full list of the outings scholars and mentors can do together. Scholars and mentors should develop their plans together and can contact the PSP staff with any questions.

Will PSP pay for scholars to attend a summer camp or program?

Yes. PSP will pay for scholars to participate in summer enrichment programs, academic programs and more traditional summer camps. Scholars and/or mentors must submit a request in advance of for PSP

to pay for the summer program. PSP wants to be sure scholars and mentors can see each other during the school year on a regular basis, so scholars must have enough funds in their scholarship account to pay for camp and to continue regular activities.

Activities that Can Be Done with PSP Funds

Approved	Not Approved
A wide variety of local outings are encouraged. Mentors and scholars get together at the start of each year to brainstorm. See the Core Program Guide for specific guidance.	Any overnight trips that do not include a college visit or expose students to significant new enrichment or life experiences not available in their hometown (e.g. visits to amusement parks)
** Overnight trips of just <u>one night</u> that 1) include a college visit and/or 2) expose students to a <u>significant</u> new experience not available in their hometown (e.g. the Grand Canyon). **	Overnight trips of <u>two nights or more</u> that do not include at least one college visit.
** Overnight trips of <u>two nights or more</u> that include at least one college visit. **	Health club/gym memberships
Summer enrichment programs and camps	No late fees of any kind.
** School-sponsored overnight trips for team or club competitions **	Most amusement park outings. This includes school trips to amusement parks and grad nights. Mentors and scholars should not go to amusement parks together more than twice in the course of PSP.
Driver's Ed	

****Advance approval needed for all overnight trips. You must submit the correct permission form to be reimbursed by PSP.** Please see the guidelines on overnight travel later in this handbook.

Take note: Can PSP funds be used to pay for school trips? Yes, PSP funds can be used for school-sponsored trips that are academic and/or focused on visiting colleges. Students must request permission from PSP staff in advance and provide a signed waiver in advance of the trip.

What else can I use the PSP funds for?

Partnership Scholar funds are meant to be used for scholar experiences, not to purchase ‘things.’ However, we do have some exceptions for items that will help PSP scholars succeed in school.

How much may be spent on school materials or other purchases?

Up to 20% of a scholar’s yearly funds may be spent on purchases of school materials, team uniforms, etc. We ask that mentors be conservative when purchasing these items, and remind scholars that the purpose of PSP is to provide enriching experiences, not to purchase things. We ask that mentors keep track of types of expenses and not go beyond the 20% limit.

Items That Can Be Purchased with PSP Funds

Approved	Not Approved
School supplies and books	School spirit items such as yearbooks, varsity jackets, student association fees, etc.
Sports team/club uniforms and equipment up to \$200/year (e.g. soccer cleats, musical equipment for band)	School clothes and uniforms; Prom dresses and tuxedos
Cap & gown for senior year graduation ceremonies	Other senior year expenses such as senior activities, senior portraits, graduation rings, grad night tickets, etc.
Souvenirs such as college sweatshirts, concert t-shirts, amusement park photos, etc.	Bikes/skateboards
Driver's license or CA State identification card when needed for student travel on PSP-sponsored trips.	Items over \$150 (unless approved in advance)

Can PSP funds be used to buy souvenirs, like college t-shirts or concert posters?

Yes, scholars may purchase souvenirs when on PSP outings. We realize that having a memento of a PSP outing to a significant place like a college or favorite singer's concert may be of great value to our students. The cost of souvenir items is left to the discretion of the mentors. Please keep in mind though, that the majority of funds should be spent on activities instead of on material things.

What about school clothes or uniforms?

PSP funds should be used to provide students with school supplies and related items that they wouldn't otherwise be able to purchase. School clothes and uniforms don't fall into that category; these are things that parents purchase for their children as a matter of course. The exception to this rule is for some school sport and club uniforms that call for specialized equipment (e.g. soccer cleats, cheer-leading uniforms, musical instruments).

What kind of technology can PSP funds be used for?

Students can buy a computer and printer anytime between grade 9 and graduation. PSP funds will pay for the computer and an extended repair warranty, up to \$800. You can use additional funds for a printer or other necessary computer accessories like ink. PSP will not pay for other technology like phones, tablets, headphones, etc. As with other purchases, anything over \$150 must be approved in advance. Please submit a request form to accounting@partnershipscholars.org for approval.

Using Scholar Funds for Technology

Approved	Not Approved
Computer with extended warranty at a cost of up to \$800, to be purchased anytime between 9 th grade and graduation. If needed, Microsoft Office can be purchased in addition. Total cost must be \$800 or less.	iPads/tablets and related accessories
Printer (under \$150)	Cell phones and phone bills
	Monthly Internet fees

Will parents be expected to pay for any PSP activities or trip expenses?

Parents are almost never expected to pay for PSP activities or trips. The one exception is for out-of-state college tours that PSP organizes. PSP pays for airfare, hotel, breakfast, dinner and all activities on those trips and in some cases we might ask families to provide money for lunch on those trips.

Update: What happens if a scholar doesn't spend all their scholarship funds during a year? Do they get to roll over the funds to the next year?

All scholars receive a new scholarship each year on September 1st. Scholarship amounts are announced at the start of each school year. Scholars who are active in PSP will have the opportunity to roll over their unused scholarship funds to the next school year. A scholar is considered active in PSP if they meet the following criteria:

- Participate in at least 10 activities during the school year & summer (September 1 – August 31). They can be virtual or in-person activities, and should include both scholar/mentor outings and PSP group workshops.
- Turn in semester grades by the deadline.
- Turn in Reflection Journals by the deadline.
- Attend the College Success Retreat in August.

Part 2: Using Funds During Senior Year and First Year of College

Can scholars use PSP funds to pay for senior year expenses?

Scholars can use their PSP funds to cover some senior year expenses. Funds can be used on the following items:

- Cap and gown
- College application fees, up to 10 schools (5 private/out of state and 5 public)
- SAT/ACT score reports sent to schools
- Yearbook

For scholars in their senior year, how far into the summer after graduation can mentors and scholars continue to do things together?

PSP scholars are considered to be alumni as of August 31 of the year they graduate. Scholars and mentors are encouraged to continue doing activities together until the end of August, or until the scholar leaves for college if that happens first.

Can graduating seniors use PSP funds to pay for college related fees and supplies?

If a scholar has funds remaining at the end of their senior year, and they have submitted all required senior documents, then PSP funds may pay for fees related to enrollment, housing applications and orientation programs. Scholars may also spend up to \$500 at most on dorm essentials. PSP funds may not be used for tuition or housing payments. All 12th grade scholars who turn in all senior materials and meet the requirements by the spring deadline will have PSP support throughout their first year of college.

During senior year, PSP funds can be used on the following college enrollment costs:

Senior Year: College Enrollment Expenses	
Covered by PSP	<u>Not</u> Covered by PSP
<ul style="list-style-type: none"> • Statement of Intent to Register Fees • College Orientation Fees • Summer Bridge Program Fees • Costs associated with travel to and from orientation and/or college <ul style="list-style-type: none"> ○ (Ex. flights, meals, mileage) • Housing application and deposit fees • Placement exam fees • Meal plans 	<ul style="list-style-type: none"> • College tuition • Housing payments (for dorms or apartments off campus)

During senior year, scholars may also use their PSP funds on these dorm-and campus expenses:

Senior Year: Dorm and Campus Expenses		
Covered by PSP	Covered by PSP for Students Living on Campus	<u>Not</u> Covered by PSP
<ul style="list-style-type: none"> • Desk accessories • USB drives • External hard-drives • School supplies • Computer accessories if class-related • Parking permits OR bicycle (not both) • Up to \$150 on college swag (t-shirts, banner) 	<ul style="list-style-type: none"> • Bedding • Storage items • Microwaves • Mini-fridge • Towels 	<ul style="list-style-type: none"> • Scooters • Skateboards • Gaming accessories • Personal hygiene items • Clothing/shoes • Cell phones • Laundry items • Décor (e.g. posters, frames, etc.) • Desks & Chairs

Does PSP provide support to PSP grads during college?

Yes, PSP continues to support our alumni into their first year of college. To qualify, scholars must:

- Submit senior materials by spring deadline
- Participate in at least 10 PSP activities during their senior year and summer after

How much will my college scholarship be?

The PSP staff will let scholars know what their college scholarship amount will be during the summer after they graduate from high school.

How can PSP alumni use PSP funds during college?

PSP scholars are considered to be alumni as of September 1 following their graduation. Alumni in their first year of college can use PSP funds each month for a fun activity like having a meal with their mentor or going to see a show on campus. We hope that mentors and scholars will still continue to see each other and stay connected long after a scholar graduates from high school!

PSP funds can be used on the following college expenses:

1 st Year College Expenses	
Covered by PSP	<u>Not</u> Covered by PSP
<ul style="list-style-type: none"> • Textbooks • Internet routers • Noise cancelling headphones • Fees for classroom digital media access • Monthly meal with mentor • One monthly ‘fun’ activity up to \$50 (for scholars to attend events like concerts, plays, dinners and college activities) • Check with PSP if other supplies are needed 	<ul style="list-style-type: none"> • Anything not listed on box to the left

PART 3: GUIDELINES FOR MENTOR/SCHOLAR OUTINGS

What processes do I have to complete before I can become an active mentor with PSP?

All mentors must 1) submit a mentor application, including references, 2) undergo a criminal background check and 3) participate in an in-person or online orientation with PSP staff or designated volunteer. Each of these steps is designed to assure the safety of the young people whom mentors will be spending time with throughout the course of their time as a PSP mentor.

Do mentors need to show proof of insurance?

Yes. We require that mentors show proof of automobile insurance. Partnership Scholars Program liability insurance is for mentors and scholars participating in PSP sanctioned activities. Our liability insurance does not allow us to approve a trip that involves just one scholar and one mentor, nor does it allow for non-PSP individuals to join in on activities or trips.

What support is available to me once I become a mentor?

All mentors have a lead contact in their community who can provide answers to questions that may arise as you spend more time mentoring. In addition, PSP staff are here to answer any questions or talk through any challenges you may face as a mentor. PSP also holds mentor meetings in each community we serve. These meetings are a chance for mentors to get to know one another and share best practices.

In addition, we have customized discussion guides on the PSP website to help mentors address the topics that come up most with our scholars and mentors. Mentors are encouraged to review these at the start of the school year and use them as you support your scholars. The topics covered by the guides include:

- Building Relationships
- College Access
- Paying for College
- Family Involvement
- Supporting the Individual Scholar
- Habits of Success

You can find them on the PSP website at <https://partnershipscholarsprogram.org/mentors/mentor-discussion-guides/>

Why does PSP require a mentor to take on at least 2 scholars?

All mentors' expenses are taken out of the scholars' scholarship funds, so a scholar whose mentor has only one child gets a heavier financial hit than one whose mentor has 2 or more. It is much more cost-effective for the mentor's expenses to be spread out over 2 or more scholars. There may be some situations where, for a time, a mentor has only one scholar (older scholar graduates, scholar is exited, etc) and that is acceptable on a temporary basis. There is also a second reason for mentors to have at least two scholars. This allows scholars to build a network of friends with similar backgrounds and goals, creating a second level of peer support for the scholars as they progress through school.

Who can join mentors and scholars on outings and trips?

Only PSP mentors and scholars can participate in scholar/mentor activities. This includes day trips, local outings (e.g. movies, dinners) and overnight trips. The goal of our program is to build relationships between scholars and mentors while exposing them to new experiences so we ask you to limit participants to yourselves and other mentors/scholars. Do not include other family members (unless they are co-mentors who have been through PSP's application process) or friends.

What if a mentor or scholar wants to bring their spouse/sibling/child/friend?

The PSP program is designed to create a bond between the mentor and scholar. This happens through the time you spend together experiencing cultural activities and discussing the skills and steps to succeed in school and life. We ask that mentors and scholars preserve this connection by not including others in their outings. Additionally, PSP's liability insurance covers only scholars in the program and mentors who have gone through our application process. It is very important that you follow this rule!

I'm a mentor and I'd like to get to know my scholar's family a little better. Can I use PSP funds to go to out with scholars' parents or care-givers?

We know it is important for scholars' families to be comfortable with PSP mentors, since scholars and mentors spend so much time together. It is fine to spend scholar funds on the occasional coffee or meal that includes parents/care-givers. Again, because of our insurance it is important that you not take people who are not part of PSP in your car or include them in PSP activities.

Does PSP's insurance cover mentors and scholars if we get in a car accident?

PSP's insurance covers mentors and scholars for any bodily injury due to an accident that happens while they are doing something together as part of PSP. This does not replace your own insurance, but is supplemental to cover accidents that happen while you are doing PSP activities. Our insurance is voided if you have someone with you who is not part of PSP if an accident happens. This is one of the reasons why PSP activities are limited to mentors and scholars only.

PART 4: OVERNIGHT TRIPS

🔗 PSP Policy on Overnight Trips for Mentors and Scholars 🔗

Please read carefully! All overnight trips need to be approved by PSP staff in advance. Mentors should send a Trip Planning Form to the PSP Office.

Trip Purpose:

- For a one-night trip: Requires at least one college visit or significant new experience not available in the student's home town (e.g. going to Grand Canyon)
- For two-night trips: Requires at least one college visit

Trip Participation

- Overnight trips are only permitted once a mentor and scholar show regular activity together over several months. Regular activity typically means that the mentor and scholar see each other at least once a month.
- All overnight trips must include 2 or more mentors.
- At least two scholars per mentor must participate in all overnight trips.

Trip Planning and Reporting

- Before the trip:
 - Mentor must submit the trip planning form with detailed outline of trip, including name and cost of hotel and transportation, types of transportation and proposed activities. The Executive Director will review the trip planning form and determine whether to approve the trip.
 - If the Executive Director approves the trip, mentor will finalize the arrangements and submit a final trip form prior to trip departure that includes the hotel confirmation information, including mentor's request that hotel rooms will all be on same floor.
 - Mentor must provide PSP with a copy of the permission slip/waiver agreement signed by the scholar's parents prior to trip departure.
- After the trip:
 - Mentor must email a brief written summary of the trip within 7 days of returning home.
 - Mentor must submit copies of tickets and receipts for hotels and lodging upon return.

Lodging:

- Mentors and scholars must be in separate rooms, not in suites.
- Scholars of different genders cannot share the same room.
- PSP will pay for only one room for the mentors to share, unless mentors are of mixed genders.
- Rooms should ideally be on same floor and next door to one another.

Cost:

- Mentor needs to demonstrate that scholar has enough money to do other activities throughout the year, and that this trip won't make it impossible for the student to receive additional mentoring.

The Executive Director retains discretion to grant exceptions to any or all of these rules, but will do so only in exceptional circumstances.

PART 5: PSP REIMBURSEMENT POLICIES

PSP is committed to reimbursing mentors for the costs of all approved PSP activities. It's important to us that cost not be a barrier to mentors and scholars being able to experience a wide variety of activities together. We require mentors and students to follow all PSP guidelines for spending funds so we can be sure that your activities together are aligned with PSP's mission and financial policies. **We reserve the right not to issue reimbursements for activities that fall outside these guidelines.**

Advance Approval: Mentors have great flexibility in planning activities with their scholars. There are however four types of expenses/activities that must be approved by PSP staff in advance:

- 1) Purchase of anything that costs over \$150
- 2) Overnight trips
- 3) Enrollment in overnight programs like camps
- 4) 3rd party activities like driver's ed, swimming lessons, etc. that students do without their mentors

Mentor Reimbursement Payment: PSP uses a service called Bill.com to process all mentor reimbursements. We ask all mentors to enroll in the Bill.com e-payment service to receive reimbursements. This allows you to receive payments electronically directly to your bank account (kind of like direct deposit of a paycheck). It means you will get reimbursed a little faster and won't have to deal with paper checks. It also helps lower the costs for PSP to use this service. You'll receive an email invitation to sign up for this service when you begin mentoring. You have the option to continue receiving paper checks if you prefer.

Required Documentation: To be reimbursed, mentors must submit:

- Mentor reimbursement form. We recommend keeping a copy for yourself.
- Scanned version of original receipts OR original itemized receipts taped to extra pieces of paper. Please don't send both. We will not accept credit card statements or bank statements.
- Permission slips for the activities being reimbursed. Permission forms must be completely filled out and signed by both scholar and parent.

Note: PSP's fiscal year closes on 8/31, so all reimbursements for the preceding 12 months must be in our office by 9/15 in order to be reimbursed.

Frequency: Mentors should submit a reimbursement form after every activity. This form is available on the PSP website, along with a sample form that includes examples and instructions on how to fill it out properly. The mentor's expenses should be divided up amongst the scholars who participated in a given outing, as opposed to being listed separately.

Meals: Mentors must provide the restaurant receipt that itemizes the meal. If you pay by credit card, do not submit the credit card slip that shows only the amount paid, with no other detail.

Tracking Mileage: PSP currently reimburses mentors at the rate of \$0.50/mile for PSP business. Mentors must provide the specific mileage for each leg of travel. For example, if a mentor picks a scholar up at home, drives them to a play, then drives home, they should have at least two mileage listings on the form: One for the trip from the mentor's home to the play, and the other for the trip from the play and back home. You can download the form with space for mileage from the mentor section of the PSP website. Please note the number of miles for each activity on the reimbursement form.

Mentors and scholars are asked to budget carefully so that the scholar has the best experiences possible over the 6 years of his/her scholarship. **All PSP activities should be aligned with PSP's goal of helping students succeed in school and prepare academically, culturally and developmentally for college.**

You may submit your receipts by email to accounting@partnerscholars.org or mail them to the PSP office.

If there are any questions about expenses and/or reimbursements, mentors are encouraged to call the office prior to the expenditure.

PART 6: KEEPING TRACK OF STUDENT ACHIEVEMENT

How does PSP track scholars' progress while they are part of the program?

PSP reviews every scholar's report card twice a year – at the end of the 1st and 2nd semesters. For schools on trimester systems we look at the grade reports for the period closest to the winter break, and at the end of school year. We do this to make sure that students are keeping their grades up, and to know when we need to offer more support when they need help.

Which grades 'count' for determining if a scholar goes on probation?

PSP looks at the semester grade to determine if a scholar is going to be put on probation. For example, if a scholar's cumulative GPA is 3.4 and their GPA for the current semester is 2.8, that scholar will be put on probation until their semester GPA improves to at least a 3.0.

What about weighted grades for honors and advanced placement classes?

PSP uses the weighted GPA to determine if a student is maintaining the minimum 3.0 GPA for each semester.

What happens when a scholar's GPA falls below a 3.0?

Scholars are expected to maintain at least a 3.0 GPA throughout the six years of the program. If a scholar's GPA drops below a 3.0, they are put on 'probation' until the next school grading period (progress report or semester/trimester report card).

If a scholar's grades drop at the final report card in May/June, at the end of the school year, they will be put on probation. However, their probation won't begin until September 1. Summer is one of the most active times for PSP scholars and mentors, and we want to encourage them to take full advantage! So, a scholar whose year-end report card shows a GPA below 3.0 will be notified immediately that they are on probation, but the probation period won't actually begin until September 1

Scholars have up to two semesters to bring their GPA back up. We hope that mentors and scholars will work together to come up with a plan to help the scholar improve their grades when this happens. Our goal is to keep scholars in the program, so while they are on probation scholar funds may only be used for academic supports (e.g. tutoring), local college visits (no overnight trips) and meetings with their mentor.

How do mentors and scholars know if they are put on probation?

If a scholar is put on probation, the PSP main office will notify the scholar and their parents, as well as their mentor.

What happens when a student is on probation?

Each scholar has two (2) chances to bring up their grades if their semester grade falls below a 3.0. If a scholar's GPA drops below a 3.0, they are put on 'probation' until the next school grading period (progress report or semester/trimester report card).

- Students on probation should spend time with their mentors on local enrichment activities such as college visits, museums and theater outings.
- Students on probation cannot do purely recreational activities like going to movies or amusement parks.
- Students on probation cannot participate in overnight trips.
- Students on probation must discuss their grades with their mentors and/or PSP staff and develop a plan to improve.
- Any time a student is put on probation, they must get tutoring for the subjects they are struggling with.

When does probation end? How will I know?

When the scholar gets their next grade report after being put on probation, they should submit it to PSP. If the scholar has brought their grades up to at least a 3.0, they will come off probation. If the scholar provided a progress report to end their probation period, as opposed to a semester report card, they must maintain their 3.0 GPA until the final grade report is issued, or risk going back on probation. Students must bring their grades up to a 3.0 within two semesters to stay in the program.

Are there other reasons, besides academics, that students might be put on probation?

Yes. If the scholar fails to meet PSP expectations in regards to communicating with their mentor and/or their sponsor, or behaves in an inappropriate manner, the scholar is in danger of going on behavior probation, for one grading period, during which no spending may take place. Each situation is different and we will look at individual cases. Scholars are expected to be model citizens and carry themselves as individuals of good character. *Please see our policy on student responsiveness, below.*

How is appreciation shown for PSP's donors?

We ask that scholars share their experiences with PSP donors and community members twice a year through letters, photo collages or other projects. These are an important way that PSP builds and maintains support for our program and we appreciate scholars being thoughtful and prompt with their letters. Staff will notify mentors and scholars of the due date

PART 7: STUDENT EXPECTATIONS & REQUIREMENTS

Academic Requirements and Expectations

All PSP Scholars must maintain at least a 3.0 GPA to remain in PSP.

- PSP uses the weighted GPA to determine if a student is maintaining the minimum 3.0 GPA for each semester.
- PSP looks at the semester grade to determine if a scholar is going to be put on probation. For example, if a scholar's cumulative GPA is 3.2 and their GPA for the current semester is 2.8, that scholar will be put on probation.
- If a scholar's GPA drops below a 3.0, they are put on 'probation' until the next school grading period (progress report or semester/trimester report card).
 - Students on probation should spend time with their mentors on local enrichment activities such as college visits, museums and theater outings.
 - Students on probation cannot do purely recreational activities like going to movies or amusement parks.
 - Students on probation cannot participate in overnight trips.
- Students on probation must discuss their grades with their mentors and/or PSP staff and develop a plan to improve.
- Students on probation must get tutoring for the subjects they are struggling with.

Participation Requirements and Expectations

Scholars are chosen to be part of PSP because of their academic standing and their strong desire to experience the world outside of their community, with the goal of attending and graduating from a 4-year university.

This **Scholar Activity Policy** is to inspire you make the most of your time as a Partnership Scholar. **Scholars who are active in PSP will get to roll over unused scholarship funds to the next school year.** You are considered an active scholar in PSP if you meet the following criteria:

- Maintain a positive relationship with your mentors & PSP staff.
 - * This includes responding to phone calls, emails and texts in a timely manner. Scholars should not take more than 24 hours to respond to PSP staff when they call, email or text you.
 - * Make sure PSP and your mentor have your current email address and phone number.
- **Participate in at least 10 activities during this current school year & summer.** Activities can be virtual or in-person, and include both scholar/mentor outings and PSP group workshops.
 - * *All PSP meetings are mandatory. If you do not attend a PSP meeting, you must provide a note from a parent/caregiver.*
- **Scholars should not be late or cancel plans with their mentors at the last minute.**
- Turn in all PSP forms and agreements on time. This includes all forms needed in PSP office.
 - * **Have signed permission forms before of every outing**
 - * **Turn in your semester grades** by the deadline.
 - * **Turn in your Reflection Journals** by the deadline.
 - * **Turn in your senior information** by the deadline (if you're a 12th grader)
- **Attend the College Success Retreat** in August.

PSP Core Program Guide

The minimum that every scholar should accomplish within 6 years:

ACADEMIC EXCELLENCE

- ___ Earn a 3.0 GPA or better each semester and maintain a cumulative 3.00 GPA or better
- ___ Take challenging classes, including the A-G curriculum and AP, IB and honors classes
- ___ Be involved in extracurricular activities if they don't interfere with grades
- ___ Request tutoring services if needed

CULTURAL AND EDUCATIONAL FIELD TRIPS

- ___ Attend at least one professional sporting event
- ___ Attend at least one musical
- ___ Attend at least one theater production
- ___ Attend at least one ballet or opera
- ___ Eat at no less than 5 different ethnic restaurants

COLLEGE ACCESS ACTIVITIES

- ___ Enroll in at least one residential summer camp, class, or workshop on a college campus
- ___ Visit at least 10 college campuses – 5 of these should be private/and or out of state
- ___ Participate in a PSP group trip to visit cities and colleges outside of California.

COMMUNITY INVOLVEMENT

- ___ Participate and show leadership in at least one community service project
- ___ Develop an ongoing resume – listing awards, honors, paid or volunteer work and extracurricular activities

COMMUNICATION

- ___ Maintain ongoing communication by e-mail and phone with mentor and PSP office
- ___ Thank mentor each time he/she spends times with you or helps purchase items for you
- ___ Thank sponsors by writing two thank you letters per year.

GRADE-SPECIFIC COLLEGE ACCESS REQUIREMENTS

7th Grade

- ___ Attend all PSP scheduled meetings

8th Grade

- ___ Attend all PSP scheduled meetings

9th Grade

- ___ Enroll in A-G College prep classes and be sure you are on track to complete all A-G requirements by graduation
- ___ Attend all PSP scheduled meetings

10th Grade

- ___ Take the PSAT
- ___ Attend all PSP scheduled meetings

11th Grade

- ___ Attend PSP College Success Retreat
- ___ Fill out College Greenlight profile to be matched with scholarships and colleges.
- ___ Take SAT/ACT test prep class
- ___ Take SAT/ACT test
- ___ Attend all PSP scheduled meetings

12th Grade

- ___ Attend PSP College Success Retreat
- ___ Retake the SAT/ACT in the fall, if desired
- ___ Apply to 10 colleges, including at least 5 private and/or out-of-state schools
- ___ Apply for at least 5 college scholarships
- ___ Fill out FAFSA
- ___ Turn in all required paperwork to PSP (college lists, acceptances, financial aid letter, etc.)
- ___ Attend PSP graduation celebration