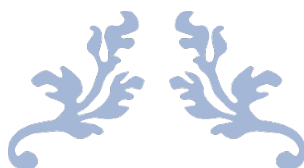




Young Scholars OF BARTLESVILLE

LOWE FAMILY INSPIRED • COMMUNITY SUPPORTED



POLICY MANUAL



External Policies

Approved by the Board of Directors Rev. 1 on 5/21/2025

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Membership

I. APPLICATION AND ENROLLMENT (5/25/2022)

External

The application period officially (applications can be accepted at any time) opens January 15 and closes on March 31. The Executive Director and board will consider applicants. Students will move forward in the enrollment process if they meet program standards. The ED and members of the Student Development Committee will interview students and parents. A recommendation for enrollment in the program comes from ED and Board members following the interviews.

Requirements

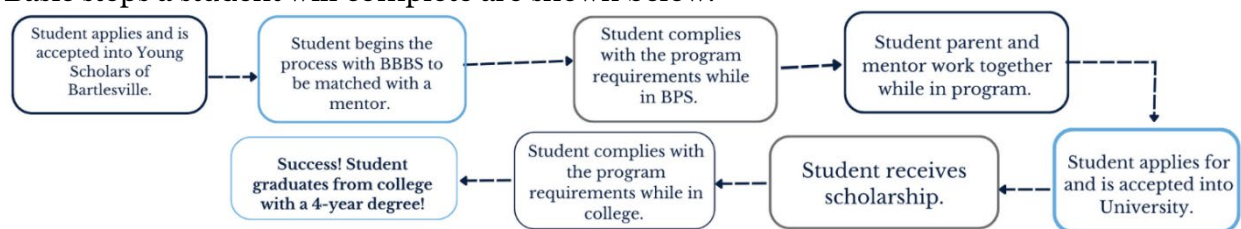
I. BASIC REQUIREMENTS (no date)

External

Students accepted into Young Scholars of Bartlesville program must comply with the program criteria on the application form. These are:

- Have a 96% attendance rate at Bartlesville Public Schools and Tri-County Technology Center if also attending class there.
- Maintain a 3.0 grade point average or better while in the program and at application.
- The parent/guardian and student must attend quarterly meetings annually.
- If a representative from the program contacts, the student or guardian must reply within 24 hours. We expect communication between the program and the family to happen respectfully.
- It is suggested to take the ACT in their sophomore and junior years.
- Students must remain within the Bartlesville Public School District, including online students.
- Student and Parent(s)/Guardian(s) must volunteer quarterly for at least 2 hours at each of the four program-selected activities.
- Parent/Guardian and Student will allow access to all school information by signing a FERPA release.
- Parent(s)/Guardian(s) must work a minimum of 20 hours per week (one parent) or provide proof of disability/retirement. If a parent/guardian loses a job while their student is in the Young Scholars of Bartlesville program, parents will have a six-month probationary period to provide ample time to find employment. Proof of new jobs must be provided to the Young Scholars of Bartlesville program office.
- Students and parents agree to go through the matching process set forth by Big Brothers Big Sisters of Oklahoma.
- Students must tour college of choice before receiving Young Scholars of Bartlesville program Scholarship award.
- All students must apply for Oklahoma's Promise in the 8th-11th grade and supply an acceptance or denial to the Young Scholars of Bartlesville program office. More information can be found about OK's Promise on okhighered.org.

Basic steps a student will complete are shown below:



II. QUARTERLY MEETING & VOLUNTEER ACTIVITY ATTENDANCE (05/25/2022) (REV. 1 2/24/2023) (REV. 2 2/7/2025)

External

A. Students, Parents, and Mentors:

A parent/guardian is required to be at Quarterly Meetings and Volunteer Activities. The Young Scholars of Bartlesville program is a partnership designed to help students succeed, and parents play a vital role in that partnership. By attending program events, parents show support for their children and the goals of the Young Scholars of Bartlesville 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.

In a calendar year, existing students can have one absence from a Quarterly Meeting and one from a Volunteer Activity without scholarship reduction. A new student, accepted mid-calendar year, will be allowed to miss one Quarterly Meeting or Volunteer Activity without penalty.

In a calendar year, a student will be penalized by reduced scholarship dollars for every missed additional Quarterly Meeting or Volunteer Activity.

Scholarship Reductions

The total amount of Scholarship dollars for which the student is eligible	Value of <u>each</u> attendance infraction	Dollars to be Awarded per year
\$8,000/year	\$600	\$8,000-\$600=\$7,400
\$4,000/year	\$300	\$4,000-\$300=\$3,700
\$3,000/year	\$225	\$3,000-\$225=\$2,775
\$2,000/year	\$150	\$2,000-\$150=\$1,850
\$1,500/year	\$100	\$1,500-\$100=\$1,400

Infractions are cumulative. If a student is absent for a third time, a recommendation will be made to remove the student from the program.

B. Excused Absences:

The only excused absences are for:

- an illness that requires a doctor's care and that is documented by that doctor and submitted to Young Scholars of Bartlesville program.

- a death in the Immediate Family within two weeks prior to of the event. A death in the immediate family includes the father, mother, sibling, grandparent, and legal guardian, and extends to the stepfamily as well.
- A student may miss one Quarterly Meeting or Volunteer Activity for a required, sanctioned school event in a calendar year.

The following conditions must be met for this to be an excused absence:

- Students must inform the Executive Director before the absence.
- Students must submit an Absence Exception form with a teacher/coach's signature, doctor's note, or copy of obituary.
- Students must make arrangements within two weeks of the missed event with the Executive Director to remedy the absence.

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

C. Perfect attendance

Perfect attendance is awarded based on student and parent attendance at quarterly meetings and quarterly volunteer activities. An award in the amount of \$100 per category can be earned annually.

To qualify:

- Both Student and Parent/Guardian must have attended all four events of that category.
- Student and Parent must sign the sign-in sheet at all events to prove attendance.
- The only excused absence allowed for Perfect Attendance is a school sponsored activity and the student completed the makeup requirements by the assigned deadline

Attendance rolls will be emailed or mailed (if email is unavailable) to all Young Scholars of Bartlesville program families every December so that any mistakes can be immediately corrected. Attendance rolls will reflect any scholarship reductions.

III. ATTENDANCE FOR CLASSES (01/01/2013)

External

Student is required to attend the assigned W.E. Pro\$per, Finance for Your Future, or Steps 4 Success classes. Attendance is expected and monitored by class teacher and Young Scholars of Bartlesville program Executive Director.

If the teacher or Executive Director believes a student is not attending enough to meet their requirements, then the Student Development Committee may reduce the scholarship by an appropriate amount or remove the student from the program depending on the specific facts.

IV. ATTENDANCE FOR BPS and TCT (04/30/2025)

External

Student must meet the 96% attendance rule at Bartlesville Public Schools and Tri County Tech.

V. ONLINE CLASS ENROLLMENT (no date)

External

Students considering online schooling must:

- Notify the Young Scholars of Bartlesville program staff before starting
- Read and sign off on the Young Scholars of Bartlesville program Public School Online Class policy and form.
- Complete training within the first week of online schooling
- Provide accurate parent login information for online course (Canvas or Edgenuity).
- Notify Young Scholars of Bartlesville program of any changes to the online curriculum
- Must complete the amount of coursework and hours per class as recommended by BPS staff. This does not count idle time. Exceptions are made for regular school break periods, i.e. Spring Break.
- Provide an official cumulative semester grade no later than the regular school semester.

Any student who does not meet the requirements of the Young Scholars of Bartlesville program Public School Online Classes policy will be brought up before the Young Scholars of Bartlesville program Student Development Committee.

VI. OK PROMISE (07/06/2022)

External

All students must apply for Oklahoma's Promise in the 8th-11th grade and supply an acceptance or denial to the Young Scholars of Bartlesville program Office. More information can be found about OK's Promise on okhighered.org.

If students lose their Oklahoma Promise Scholarship because of actions or negligence that makes them ineligible, they will be removed from the Young Scholars of Bartlesville program.

VII. MEDIA RELEASE (no date)

External

Parents and mentors must sign a media release annually for any family members who will be attending program events.

VIII. ACADEMIC PROBATION (02/24/2015)

External

A. Academic Requirements:

A student's un-weighted GPA will be required to be 3.0 or higher. Two 9-week classes are combined to create a semester grade.

B. Probation:

If any semester GPA is lower than 3.00, the student is automatically on academic probation with the Young Scholars of Bartlesville program.

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

Students should not have missing or late assignments. Any missing or late assignments should be discussed with the teacher(s) and the Young Scholars of Bartlesville program staff. Students will be held accountable for emailing staff with reasons for late or missing assignments. Exceptions may be made based on circumstances such as absence, 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 B (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). Students will also be held accountable for sending an e-mail to the Young Scholars of Bartlesville program staff stating who is tutoring and where and when their tutoring is taking place. This tutoring is required until the student can increase their grade to above 80.0%.

Young Scholars of Bartlesville program staff and mentor will closely monitor attendance, missing assignments, and grades during probation.

Any student on probation will need to seek 6-8 weeks of tutoring for any past classes in which they received a C or below in the previous semester. The tutor must sign off and send this to the Young Scholars of Bartlesville program office. A check of the required tutoring will be completed during the 3rd week by the Young Scholars of Bartlesville program Staff.

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

A student will only be allowed on probation once unless justifiable, extenuating situations are presented. If a future semester's GPA is lower than 3.00, the student may be removed from the program. However, the Student Development Committee will formally recommend removing the student or implementing a new support plan to the Executive Director. This decision will be heavily based on student effort to attain the minimum GPA, parental involvement, and participation in the program.

IX. BULLYING (02/25/2015)

External

The Young Scholars of Bartlesville program expects the students to uphold high integrity and accountability for their actions. In light of bullying issues, be it face-to-face, Internet, or telephone, the following policy has been adopted to handle bullying initiated by a Young Scholars of Bartlesville program student and could result in removal from the program.

The Young Scholars of Bartlesville program will maintain a policy in alignment with the Bartlesville Public School System policy, available at <https://www.bps-ok.org/page/bullyingharassmentsafety>.

Programs

I. CONCURRENT ENROLLMENT (02/05/2018)

External

Students considering concurrent schooling must

- Notify Young Scholars of Bartlesville program staff before starting
- Read and sign off on Young Scholars of Bartlesville program Concurrent Class policy and form.
- Notify Young Scholars of Bartlesville program of any changes to online curriculum
- Sign and complete FERPA for the appropriate university within the first week of beginning classes
- Must complete the amount of coursework and hours per class as recommended by BPS staff. This does not count idle time. Exceptions are made for regular school break periods i.e. Spring Break.
- Provide an official cumulative semester grade no later than the regular school semester.

A. Payment of Concurrent Classes

Below are the requirements for students applying to the Young Scholars of Bartlesville program for payment of concurrent enrollment.

- ACT minimum of 19 and HS GPA of 3.0.
- The Young Scholars of Bartlesville program will pay for **up to**

Up To Number of Courses	Requirement
2 courses per semester or summer	Students in the program for 4 or more years
1 course per semester or summer	Students in the program for less than 4 years

- The maximum amount paid per class will be \$350, paid out as funds are available.
- At the discretion of the Executive Director, funds may be redistributed to best meet the concurrent class needs of all students.
- Student must be in good standing in the Young Scholars of Bartlesville program (i.e., not on probation, good attendance records, etc.).
- Scholarship funds must be available.

- Due to the endowment balances at our partner universities, our preferred selection of universities for concurrent courses is:
 - OKWU
 - RSU
- Students must make a minimum of a “B” in concurrent classes to allow for further concurrent class payment.
- Future payments will not be made unless grades are turned in promptly at the end of the semester.
- When prioritization is necessary, we will use the same formula for the college selection process (see table below).

Criteria	Weight of Criteria
Student's GPA	50%
Length of Time in the Program	25%
Participation in the Program (Quarterly Meeting & Volunteer Attendance)	25%

Student Request for Concurrent Class Payment form can be found on bartlesvillescholars.org/students at the bottom of the page. The form must be submitted to the office at least two weeks before classes start to be considered.

II. VOCATIONAL TECHNOLOGY ENROLLMENT (11/2014)

External

Students considering Vocational Technology schooling must

- Notify Young Scholars of Bartlesville program staff before starting
- Read and sign the Young Scholars of Bartlesville program Vocational Technology Class policy and form.
- Notify Young Scholars of Bartlesville program of any changes to the curriculum
- Sign and complete FERPA for Tri-County Tech within the first week of beginning classes
- Must complete the amount of coursework and hours per class as recommended by BPS staff. This does not count idle time. Exceptions are made for regular school break periods i.e. Spring Break.
- Provide an official cumulative semester grade no later than the regular school semester.

III. PAYMENT FOR PROGRAMS OR BENEFITS (08/28/2017)

External

Students or parents signing up for any events or activities paid for by the Young Scholars of Bartlesville program are expected to attend the event, appointment, etc. If a student does not attend, they will be ineligible to apply for payment of any future activities by the Young Scholars of Bartlesville program for two years.

The only excused absences are for:

- an illness that requires a doctor's care and that is documented by that doctor and submitted to the Young Scholars of Bartlesville program.

- a death in the Immediate Family within two weeks prior to the event. A death in the immediate family includes the father, mother, sibling, grandparent, and legal guardian, and extends to the stepfamily as well.

The following conditions must be met for this to be an excused absence:

- Students must inform the Executive Director of their absence.

IV. ORTHODONTICS (02/11/2019)

External

The Orthodontic Program only covers orthodontic treatment for students who have been recommended for that service by their family dentist. This program is based on the premise that a person's self-esteem is bolstered when that person is confident in their appearance.

A. Eligibility:

To be eligible for orthodontic treatment, a student must have perfect attendance for quarterly meetings and volunteer activities in a calendar year. All students will be notified yearly in January if they qualify for treatment. Once a student qualifies, they remain qualified for their time in the program before high school graduation.

B. Eligibility Verification:

To receive orthodontics

- The student must confirm eligibility with the Young Scholars of Bartlesville program
- Student obtains orthodontics referral from family dentist, not paid for by the Young Scholars of Bartlesville program
- Dr. Unruh of Brace Place will call to set up an initial appointment

If you do not attend your scheduled appointment (i.e., didn't call and reschedule), your name will be permanently removed from the eligible list.

C. 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:

- Tri-County Tech dental hygiene class (only available September through May). They do basic cleanings, etc. Their telephone number is 918.331.3333
- Catholic Charities offers free dental services in Tulsa on Tuesday of each week. They do extractions. Their telephone number is 918.508.7191
- Green Country Dental Clinic. Their telephone number is 918.336.1262. They provide free dental care, extractions, cleaning, and restorative care.

V. COLLEGE APPLICATION/HOUSING FEE SUPPORT (11/17/2022)

External

It is approved that a stipend of up to \$200 per student can go towards application and housing fees during their senior year of high school.

VI. MEMBERSHIP FOR BOYS AND GIRLS CLUB (02/24/2022)

External

The Young Scholars of Bartlesville program pays the application and membership fees for students who want to join the Boys and Girls Club. Summer is not covered.

VII. ACT/SAT EXAM STIPEND (02/13/2017)

External

The Young Scholars of Bartlesville program will pay for up to three ACTs and SATs for 7th-12th grade students who have not been on probation within the Young Scholars of Bartlesville program.

- Most students should qualify for two fee waivers, one for junior and senior years, from their counselors.
- Fee waivers should be used before the Young Scholars of Bartlesville program Funds.
- Young Scholars of Bartlesville program will pay the additional fee for Test Information Releases, if available, even if using a fee waiver.
- Students must provide test scores to the Young Scholars of Bartlesville program.

VIII. AP EXAM STIPEND (03/06/2019)

External

Most students only pay \$10 for the exam. The Young Scholars of Bartlesville program will not pay for any late application fees.

Students not on probation within the program may have AP exam test fees reimbursed for up to \$250 per student. The Young Scholars of Bartlesville program will be refunded if the student does not take the test.

IX. SUMMER CAMPS (05/08/2017)

External

Young Scholars of Bartlesville program will pay for only one STEAM camp per summer per student.

Young Scholars of Bartlesville program MUST approve the camp before the camp is attended to ensure it falls within our guidelines of being a STEAM camp, career exploration camp, etc.

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 Young Scholars of Bartlesville program until August after graduation. This includes Freshman Orientation Camps.

X. SCHOLARSHIPS (11/20/2024)

External

All scholarship money paid out directly from Young Scholars of Bartlesville program will be paid 50% in the Fall and 50% in the Spring, provided all grades are turned in at the end of each semester. No scholarship money can be paid out the summer between high school and college.