

# Young Scholars of Bartlesville

## Program Member Guide



Revised September 10, 2023, September 2024

## Table of Contents

CONTACT INFORMATION.....	3
INTRODUCTION.....	4
PROGRAM REQUIREMENTS.....	5
PROGRAM BENEFITS.....	6

© 2005, 2014, 2016, 2020, 2022, 2023 Young Scholars of Bartlesville, Formerly known as Lowe Family Young Scholars Program.  
All rights reserved. No part of this document may be reproduced in any manner whatsoever without written permission, except in the case of brief quotations embedded in critical articles and review. For information, e-mail [office.youngscholars@gmail.com](mailto:office.youngscholars@gmail.com)

Young Scholars of Bartlesville  
[www.bartlesvillescholars.org](http://www.bartlesvillescholars.org)  
[office.youngscholars@gmail.com](mailto:office.youngscholars@gmail.com)  
918-766-6675  
Address: 401 S Dewey Ave STE 823 Bartlesville, OK 74003

## Who do I Contact?

The Young Scholars of Bartlesville Executive Director and the BBBS Program Specialist are both available to the mentor, parent(s), and student at any time. Please ensure to communicate any successes and/or challenges with them. Below are some descriptions to aid you in understanding the focus of both the Executive Director and the Program Specialist.

### Young Scholars of Bartlesville Related Questions/Concerns

The Executive Director is involved in the process from the very beginning- from student application and selection through the student's high school and college years.

In the role of Executive Director, he/she will:

1. Answer any questions regarding the mentor relationship or program.
2. Provide information to mentor, parent(s), and students regarding upcoming camps, any Program information, additional scholarships, and other activities that the student can participate in.
3. Coordinate all Quarterly Meeting and Volunteer Activities, in addition to Young Scholars of Bartlesville group activities or events.
4. Ensure that all parties are fulfilling their obligations to the Young Scholars of Bartlesville.

Executive Director. 918-766-6675. office.youngscholars@gmail.com  
Address: 401 S Dewey Ave STE 823/822 Bartlesville, OK 74003

### Match Related Questions/Concerns

The Program Specialist is involved in the process after student acceptance into the program from the search for a mentor, to the closure of the matching process.

In the role of Program Specialist, he/she will:

1. Aid in the evaluation/matching process.
2. Answer any questions regarding the mentor relationship and develop support goals.
3. Facilitate exchange of information among mentor and student.
4. Coordinate regular match support contacts with the mentor, student, and parent(s) on a monthly/annual basis.
5. Coordinate occasional mentor/student events.
6. Help facilitate the closure process/interviews when the match is complete.

Program Specialist  
918-213-4528  
320 SE Delaware Ave. STE 7 Bartlesville, OK 74003

# Introduction

## Program Background

Barry W. and Karen Lowe unveiled Young Scholars of Bartlesville, then known as Lowe Family Young Scholars Program on February 23, 2006 by announcing their partnership with Oklahoma State University, endowing \$1 million for students in low income Bartlesville Public Schools. Young Scholars of Bartlesville initially targeted Jane Phillips Elementary School, but as of July 2011 Young Scholars includes *all* of the BPS District. The program expanded by adding Oklahoma Wesleyan University and Rogers State University in 2008. We now have seven scholarship sources to provide for students once they have completed program requirements and are starting college.

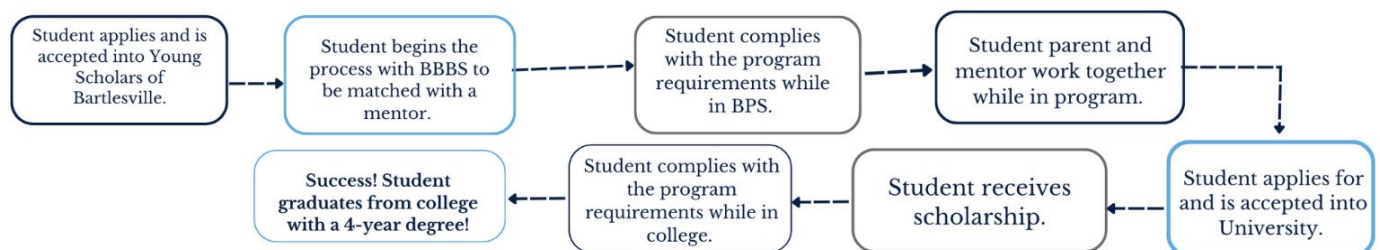
Young Scholars of Bartlesville was created in honor of Barry’s parents, Wilbur D. and Grace Laverne Snyder-Lowe. They encouraged Barry to better his life through education. Barry and Karen wished to honor their advice and impact motivated students who need help obtaining a college degree but may not have the means or knowledge to enable them to receive college degrees. The program’s new tagline “Lowe Family Inspired, Community supported” ties back to our roots. The name changed in 2023 to better explain that rather than simply a scholarship granting organization, Young Scholars of Bartlesville works with students to prepare them to be better supported and prepared to not just go to college but to reach their goal of earning a college degree.

## Mission

The mission of Young Scholars of Bartlesville is “Mentoring and empowering students to earn a college degree.”

## How Does the Process Work?

The diagram below can provide a brief overview of the steps involved in the Young Scholars of Bartlesville Process.



# Young Scholars of Bartlesville Requirements

## General Requirements

Policies regarding requirements are included at the end of this document in the Appendix. As new polies are passed and distributed, continue to add them into this binder for future reference.

- General Program Requirements
  - Sign FERPA Release at school meeting granting Young Scholars Representative and Mentor Permission to check student's grades while in the program and provide PowerSchool Username and Password.
  - Student must maintain a GPA of 3.00 or better while in the program (see Probation Policy in Appendix)
  - Student must also maintain good attendance (96% or better) at BPS, TCTC, and/or concurrent classes (see Attendance Policies in Appendix)
  - If a representative from the program calls, the student or guardian must call back within 24 hours. Our expectation is that communication between the program and the family happens in a timely and respectful manner.
- Oklahoma's Promise
  - Apply for Oklahoma Promise when in the 8<sup>th</sup>-11<sup>th</sup> grade if eligible, and provide copy of acceptance letter.
- Class Attendance for Student
  - 7<sup>th</sup> & 8<sup>th</sup> grade students attend Life Skills
  - 9<sup>th</sup> grade students attend W.E. Pro\$per
  - 10<sup>th</sup> & 12<sup>th</sup> grade students attend Overcoming Obstacles
  - 11<sup>th</sup> grade students attend Finance for Your Future.
- Mentor for Student and Parent(s)
  - Student will be matched with a mentor through Big Brothers Big Sisters as soon as possible.
  - Student must meet with the mentor for several hours per month to do fun and academic activities.
  - The same mentor will discuss student progress with the parent at least once per quarter.
- Quarterly Meetings
  - Student and Parent(s) are required to attend Young Scholars of Bartlesville Quarterly Meetings. Mentor is encouraged to attend.
  - These meetings will explore careers and discuss academic topics.
  - This provides an opportunity for training, teambuilding, and sharing of successes and challenges.
  - See Attendance Policy for more information (in Appendix).
  - Attendance is based on the event sign in sheets-Do not forget to sign in or you may be counted absent!
- Volunteer Activities
  - Student and Parent(s) must volunteer quarterly for a minimum of 2 hours at the 4 mandatory activities. Mentor is encouraged to attend.

- Activities chosen are both Young Scholars of Bartlesville sponsored activities, and Local Organization sponsored events.
- This establishes the value of “giving back” and creates and nurtures a better work ethic, community involvement, and citizenship.
- Student can keep track of volunteer hours for scholarship applications.
- See Attendance Policy for more information (in Appendix).
- Attendance is based on the event sign in sheets-Do not forget to sign in or you may be counted absent!
- Media Release
  - Student/parent(s)/guardian(s) gives permission for their name and photos to be used in any news publications, as a posting on the Young Scholars of Bartlesville Facebook page, or videos related to this program.

## Young Scholars of Bartlesville Benefits

### Perfect Attendance Award

- How is perfect attendance calculated?
  - Perfect Attendance is when the student *and* at least one parent/legal guardian attended each category of event for the entire required time.
  - Perfect Attendance is calculated on a calendar year (January-December).
  - Perfect Attendance is based on the sign in sheets for each event-Do not forget to sign in or you will be counted as absent!
  - For Quarterly Meetings, this means the student and a parent/guardian were at all 4 meetings from January-December for the entire meeting time.
  - For Volunteer Activities, this means the student and a parent/guardian were at all 4 activities from January-December for a minimum of 2 hours per activity.
- What happens if I get Perfect Attendance?
  - You can qualify for perfect attendance award for Quarterly Meetings, Volunteer Activities, or both.
  - If a student met the requirements for perfect attendance he/she will receive a cash award at the next January Quarterly Meeting after the close of the calendar year.

### Orthodontics Program

- Eligibility
  - A student must individually have perfect attendance for all 8 Quarterly Meeting and Volunteer Events in a calendar year.
  - Student is notified of his/her eligibility and the steps to take advantage of orthodontics program after he/she becomes eligible.

- Once a student is eligible, he/she remains eligible during his/her time in the program.
- Orthodontics Priority
  - Orthodontics services are prioritized based on emergency and non-emergency services for student. For questions on this, please contact the office.
- Removal from Orthodontics Eligibility
  - After student is eligible and is a no show for your scheduled consultation appointment (i.e. didn't call and reschedule with notice), your name will be permanently removed from the eligibility list.

## Testing

- ACT/SAT Testing
  - Student may take up to 3 ACT/SAT tests as soon as they are willing to do so (from 6<sup>th</sup> grade on) if student has not been on probation within the program. (see Appendix for Policy).
- AP Testing

Young Scholars of Bartlesville will pay for up to \$250 for AP tests as soon as student is willing to take them (from 9<sup>th</sup> grade on) if student has not been on probation within the program (see Appendix for Policy).

## Student Policies

### APPLICATION AND ENROLLMENT (5/25/2022)

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.

### BASIC REQUIREMENTS (no date)

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

- Have a 96% attendance rate.
- Maintain a 3.0 grade point average or better while in the program.
- The parent/guardian and student must attend quarterly meetings.
- If a representative from the program calls, the student or guardian must call back 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 should not move out of the Bartlesville Public School District.
- Student and Parent(s)/Guardian(s) must volunteer quarterly for at least 2 hours at each of the four mandatory activities.
- Parent/Guardian and Student will allow access to all school information.
- Parent(s)/Guardian(s) must work a minimum of 20 hours per week (one parent) or provide proof of disability. (If a parent/guardian loses the job while the student is in the Young Scholars of Bartlesville, 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 Office.)
- Students and parents agree to go through the matching process set forth by Big Brothers Big Sisters – Bartlesville to provide an adult couple or same-gender mentor with similar hobbies and interests.
- Student must tour college of choice before receiving Young Scholars of Bartlesville Scholarship award.
- Students who qualify for Oklahoma's Promise must apply in the 8th-11th grade and supply a letter or email of acceptance to the Young Scholars of Bartlesville Office. More information can be found about OK's Promise on [okhighered.org](http://okhighered.org).

### QUARTERLY MEETING ATTENDANCE (05/25/2022) (REV. 12/24/2023)

#### *Students:*

In a calendar year, a student can have one absence from a Quarterly Meeting and one from a Volunteer Activity without penalty. No communication regarding the reason for the absence will need to be given. A student in their first year of the program, which is only part of a 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 a reduced scholarship dollars for every missed Quarterly Meeting or Volunteer Activity beyond the policy stated in the above



paragraph. On the first absence beyond the allowed absences, a student will be punished by a reduction of \$300.00 in available scholarship dollars. On a second absence beyond the allowed absences, the student will be penalized an additional \$300.00 for a total of \$600.00 in available scholarship dollars. If a student is absent for a third time, a recommendation will be made to remove the student from the program.

A reduction in scholarship dollars is cumulative from year to year; for example, in year one, if a student misses one more than the allowed absences, a reduction of \$300.00 in available scholarship dollars will be made. In year two, if the student incurs two absences beyond the allowed absences, \$600.00 will be taken from available scholarship dollars for \$900.00 (\$300 from year one and \$600 for year two), less in available scholarship dollars.

The final scholarship reduction is based on the percentage of dollars awarded. The chart below shows an example.

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

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 Young Scholars of Bartlesville 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 Young Scholars of Bartlesville 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.

*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 Young Scholars of Bartlesville is a partnership designed to help the student succeed, and parents play a vital role in that partnership. By attending Quarterly Meetings, parents show support for their children and the goals of the Young Scholars of Bartlesville.

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 unavailable) to all Young Scholars of Bartlesville families every December so that any mistakes can be immediately corrected. Attendance rolls will reflect any scholarship reductions.

*Exception to Attendance for Program Activities:*

*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.
- Students must make arrangements to view the recorded information from the missed Quarterly Meeting with the Executive Director within two weeks of the meeting.
- Students must make arrangements with the Executive Director to make up a missed Volunteer Activity within two weeks following the missed activity.

If all requirements are met, the student's absence will not be recorded for scholarship award dollars. However, the student will not be eligible for the perfect attendance award.

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

### *Perfect attendance*

Awards of \$100 per category will be granted exclusively under these conditions: To qualify, both a parent or guardian (mentors or responsible adults excluded) and a student must uphold perfect attendance throughout the entire calendar year, including attendance at all four Quarterly Meetings and participation in all four Volunteer Activities. In such instances, the student will receive \$100 for each category. For example, if a student achieves perfect attendance in all eight activities (four Quarterly Meetings and four Volunteer Events), they will be eligible for a total of \$200.

Young Scholars of Bartlesville staff will refer to sign-in sheets to ascertain attendance. For Quarterly Meetings, attendance must encompass the entire meeting, while Volunteer Activities require a minimum of two hours of participation per activity.

It's important to note that any absences, including those arising from mandatory school events, will be counted as absences to determine eligibility for perfect attendance awards.

### **ATTENDANCE FOR CLASSES (01/01/2013)**

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. Suppose the student does not enroll by the second class meeting date. In that case, the Student Development Committee will determine further action, including removal from the Young Scholars of Bartlesville.

The respective teachers will govern attendance at the classes. Suppose a teacher believes a student is not attending enough to meet their requirements. In that case, 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 FOR TCT/BPS/CC (02/24/2015)**

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

The Young Scholars of Bartlesville believe 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 Young Scholars of Bartlesville staff will track truanancies and unexcused absences. They 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 three unexcused absences or truanancies within a semester, then the Student Development Committee will meet to discuss potential student dismissal.

#### ONLINE CLASS ENROLLMENT (no date)

Any student enrolled in online classes must produce an official cumulative semester grade from their online courses no later than the regular school semester.

Student, Parent/Guardian, and Mentor must sign off on the online course/program guidelines. Also, they must attend an online training session with the BPS Staff to understand the online curriculum structure better. A document 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.

Students must provide accurate login information to the Young Scholars of Bartlesville staff no later than one week after beginning the online curriculum. The student is also held responsible for immediately notifying Young Scholars of Bartlesville staff if any changes occur with their online curriculum. If a waiver must be signed for Young Scholars of Bartlesville staff to access their curriculum, it must be signed and produced no later than one week before beginning the online curriculum.

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

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

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

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

#### OK PROMISE (07/06/2022)

Students who qualify for Oklahoma's Promise must apply in the 8th-11th grade and supply a letter or email of acceptance to the Young Scholars of Bartlesville Office. 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.

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

## MEDIA RELEASE (no date)

Media policy should be updated with media permission forms, etc. The policy includes mentors, board members, volunteers, parents/guardians, and students. It is part of the initial paperwork process through Big Brothers Big Sisters after students are accepted into the program.

## ACADEMIC PROBATION (02/24/2015)

### *Academic Requirements:*

Beginning in Spring 2011, a student's unweighted 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 on academic probation in the Young Scholars of Bartlesville.

A formal letter is mailed via certified return receipt to the student and parent/guardian by the Young Scholars of Bartlesville Staff. It will include a copy of the student probation checklist, which must be completed and returned to the Executive Director. It should also contain a copy of the student's grades (which caused them to be on probation) and the probation policy.

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. The student probation checklist must be completed at this meeting to develop a support plan that may include school tutoring. This checklist must be returned to the Executive Director.

Students should not have missing or late assignments. Absent or late assignments should be discussed with the teacher(s) and 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 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). Students will also be held accountable for sending an e-mail to the Young Scholars of Bartlesville 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 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 that they received below a letter grade of C for the previous semester. The tutor must sign off and send this to the Young Scholars of Bartlesville Office. A check of the required tutoring will be completed during the 3rd week.

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

If the next semester's 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 formally recommend removing the student or implementing a new support plan to the Executive Director. 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 Young Scholars of Bartlesville.

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

#### **BULLYING (02/25/2015)**

The Young Scholars of Bartlesville 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 student.

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

Suppose a Young Scholars of Bartlesville student is deemed guilty of bullying after a complete investigation through the BPS process. In that case, they will be up for review and may receive discipline in the form of probation up to removal from the Young Scholars of Bartlesville.

#### **CONCURRENT ENROLLMENT (02/05/2018)**

Students enrolled in concurrent college classes must produce an official cumulative semester grade from their classes no later than the regular college semester.

The student is also held responsible for immediately notifying Young Scholars of Bartlesville staff if any changes occur with their curriculum. A waiver must be signed for Young Scholars of Bartlesville staff to access their curriculum. In that case, it must be signed and produced within the second week of beginning the concurrent curriculum, or it could be brought up to the Student Development Committee.

In the rare case that Young Scholars of Bartlesville staff cannot access grades, any student enrolled in college concurrent classes will be required and held responsible for submitting some grade average at the end of the semester (same as every Young Scholars of Bartlesville student) to the Young Scholars of Bartlesville staff. This could mean the counselor, teacher, or parent/guardian must sign it off.

Students must present the Young Scholars of Bartlesville staff with a FERPA release signed the first week of class. (FERPA release located in Young Scholars of Bartlesville Office).

Students must also present the Young Scholars of Bartlesville staff with each class's syllabus (only if the course has a syllabus).

Parent(s)/guardian(s), Mentor, and Student must read and sign off on the Young Scholars of Bartlesville College Concurrent Class Policy.

Any student not meeting the requirements of the Young Scholars of Bartlesville College Concurrent Class Policy will be brought before the Young Scholars of Bartlesville Student Development Committee.

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

- ACT minimum of 19 and HS GPA of 3.0.
- The Young Scholars of Bartlesville 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 course per semester or during the summer for students who have been in the program less than four years. The maximum amount paid per class will be \$350, paid out as funds are available. However, at the discretion of the Executive Director, funds may be redistributed best to meet the concurrent class needs of all students. Classes taken will be reviewed and should align with the student’s anticipated college degree plan.
- Student must be in good standing in the Young Scholars of Bartlesville (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 will continue to have a maximum scholarship funding: \$16,000 for students in the program for 4+ years, \$12,000 for a student in the program for three years, and \$8,000 for a student in the program for two years.
- Students must make a minimum of a “B” in concurrent classes to allow for further concurrent class payment.
- Young Scholars of Bartlesville 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 Young Scholars of Bartlesville endowments.
- When prioritization is necessary, we will use the same formula for the college selection process (see table below).

Criteria	Weight of Criteria
Students’ GPA	50%
Length of time in the Program	25%
Participation in the Program (Quarterly Meetings and volunteer Attendance)	25%

See Young Scholars of Bartlesville staff to request the “Student Request form for Concurrent Class Payment” to request Concurrent Class payment. The form must be submitted to the office at least two weeks before classes start to be considered.



## VOCATIONAL TECHNOLOGY ENROLLMENT (11/2014)

Any student enrolled in technology/vocational classes must produce an official cumulative semester grade from their classes no later than the standard technology/vocational school semester.

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

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

Students must present the Young Scholars of Bartlesville staff with a grade book system by the first week of class (or as soon as the class is given one).

Students must also present the Young Scholars of Bartlesville staff with each class's syllabus (only if the course has a syllabus).

Parent/Guardian, Mentor, and Student must read and sign off on the Young Scholars of Bartlesville Technology/Vocational School Policy.

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

## PAYMENT FOR PROGRAMS OR BENEFITS (08/28/2017)

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

## ORTHODONTICS (02/11/2019)

The Dental Program has been modified only to cover orthodontic treatment for students. This treatment will be provided to eligible students who recommend needed orthodontics from 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.

### *Eligibility:*

To be eligible for dental 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 dental treatment.

### *Eligibility Verification:*

To receive orthodontics, the eligible student must notify the Young Scholars of Bartlesville office to confirm they are suitable for the dental program. After verifying their eligibility, the student will make an appointment with their family dentist to complete a cleaning and oral health check and determine if braces are needed. The Young Scholars of Bartlesville do not pay for this appointment cost. The referral from the family dentist will then be provided to the Young Scholars of Bartlesville staff for referral to Dr. Unruh of Brace Place. The Brace Place will contact the student 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.

### *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 918.331.3218.
- Catholic Charities offers free dental service in Tulsa on Tuesday of each week. They do extractions. Their telephone number is 918.949.4673.
- Green Country Dental Clinic. Their telephone number is 918.338.0198. They provide free dental care, extractions, cleaning, and restorative care.

## 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.

### Purpose:

Alleviating some college application costs can help students apply to the university that would best suit their academic and financial goals. Students can start their college career with more confidence, and with a lot more information, they can compare universities.

Students can use the stipend towards college applications or housing fees as it fits their financial goals most appropriately.

### ACT/SAT EXAM STIPEND (02/13/2017)

The Young Scholars of Bartlesville will pay for up to three ACT/SATs in each category or overall for 7th-12th grade students who have not been on probation within the Young Scholars of Bartlesville. Most Young Scholars of Bartlesville students should qualify for two fee waivers, one for junior and senior years. Releases should be used before using Young Scholars of Bartlesville funds for testing. Students may request vouchers from their high



school counselors. Even when using the vouchers, the Young Scholars of Bartlesville will pay the additional fee for Test Information Releases, if available (all test dates do not offer this service). Students must provide ACT scores to the Young Scholars of Bartlesville.

When the Young Scholars of Bartlesville has paid for an ACT or a Test Information Release and the student does not attend, no additional funds will be disbursed for the student for ACTs or Test Information Releases from the Young Scholars of Bartlesville unless the student provides proof from a qualified medical professional.

#### AP EXAM STIPEND (03/06/2019)

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 Young Scholars of Bartlesville will not pay for any late fees. Most Young Scholars of Bartlesville students will qualify for free and reduced lunches. These students (free & reduced qualified) only pay \$10 for the exam.

- 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).
- The HS counselor will go in and approve the fee reduction.
- The student will contact the Executive Director and arrange to meet in the Young Scholars of Bartlesville office, where the Executive Director will pay for the reduced AP exam(s) fee.
- Student agrees to provide scores to the Young Scholars of Bartlesville office.

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

#### SUMMER CAMPS (05/08/2017)

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

Young Scholars MUST approve the camp 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 Young Scholars of Bartlesville 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 Young Scholars of Bartlesville until August after graduation.