



# STUDENT HANDBOOK



# WELCOME

Hello and welcome to Richmond High School's "College is Real Program" ([www.collegeisreal.org](http://www.collegeisreal.org)).

In this handbook you will find information about the program as well as the responsibilities you have as a member of the program. Please read the handbook and refer to it throughout the year as needed.

## MISSION STATEMENT

"College is Real" is a program that provides education, motivation, resources and support primarily to the students who participate in the Richmond High School boys and girls soccer program as well as a select group of other students recommended by teachers and CIR's members. The CIR program focuses on improving their academic performance, understanding of college opportunities and ultimately helping them to become the first in their family to attend college.

## PROGRAM GOALS

The goal of the program is to identify, motivate, educate and mentor the "college-potential" students in the program in order to have as many students as possible apply to, and attend, two and four-year colleges. We want to change the lives of the students in the program so they can ultimately improve the lives of their families and change their communities.

A few of the key objectives of the program are as follows:

- Program grade point average 3.5 or better
- Juniors/seniors taking the SAT/ACT 100%
- Seniors applying to college 100%
- Seniors accepted to four-year colleges 75%

## QUALIFICATIONS TO PARTICIPATE

Students must demonstrate academic commitment and potential as evidenced by class attendance, commitment to completing homework assignments and achieving a certain grade point average. Any students who achieve at least a 2.75 g.p.a. qualify for the program. Students with less than a 2.75 g.p.a. must apply to be accepted to the program and will be considered for the program based upon their commitment to improve and genuine desire to attend college and succeed. Students must also demonstrate a positive attitude toward school, be respectful toward teachers and CIR staff, and regularly participate in all CIR activities.

## PROGRAM DIRECTOR OFFICE HOURS

MONDAY	2:00PM-5:00PM
WEDNESDAY	2:00PM-5:00PM
FRIDAY	2:00PM-5:00PM

\*Hours may vary during field trips, meetings and CIR activities

## TUTORING AND STUDY HALL HOURS

MONDAY	3:30PM-5:00PM
WEDNESDAY	3:30PM-5:00PM

**Participants must attend at least one tutoring/study hall session per week throughout the school year. Any student with a “C” or lower in any class should attend tutoring twice per week. Students should bring homework or a book to read to study hall. Computers are available in the Career Center. CIR will also provide snacks.**

**Hours may change to Tues/Thurs instead of Mon/Weds based upon the time of year so check with the program director to confirm CIR’s hours.**

## ABSENCE AND TARDY POLICY

Students are expected to attend all CIR events, activities, one weekly tutoring/study hall session and CIR meetings. Failure to do so may result in disqualification from the program.

- Everyone should arrive on time to all meetings, tutoring sessions, and CIR activities. Students are expected to go straight to the career center for tutoring sessions starting at 3:30 P.M. and to sign-in upon arrival. You will be considered tardy or absent if you do not arrive on time.
- If you are absent or tardy for any CIR activity more than 3 times without a valid excuse, you will be suspended from the CIR program and can apply for reinstatement the following academic year.
- If you know you will be absent or tardy to any CIR activities inform the program director ahead of time with a note, email or phone call.

# **PROGRAM EXPECTATIONS**

## **BE RESPONSIBLE**

1. Students are expected to attend class and be on time everyday unless you have a valid note. Students should not have more than two unexcused absences per semester.
2. You are expected to attend all CIR activities (e.g. tutoring/study hall, field trips, college tours, SAT test preparation, guest speakers, etc.) including meetings with mentors. If you cannot attend, please notify the program director in advance via email, phone or in person.
3. Juniors are expected to attend the SAT test prep course in the spring and to take the SAT at least twice – once in the spring upon completion of the prep course and once in the fall.
4. You are expected to communicate with the program director, CIR staff you're your mentor in a timely fashion and should respond to any phone calls or emails within 24 hours. To do so, you are required to check the CIR "gmail" email account or your own email account you have provided to CIR daily to stay up to date with any information that is being communicated to you. If there is an alternative way you can be contacted please provide that information to the appropriate people. If you need a CIR email account please see the program director.
5. Please check the CIR bulletin board in career center for any announcements.

## **BE PREPARED**

1. Bring all necessary materials with you each day (homework, books, pencil, papers, etc...).
2. Make appropriate time for studying for tests, ACT, SAT and any other academic and college preparation requirements.
3. Know the college application deadlines for admission (usually in November) and for financial aid and meet them.

## **BE RESPECTFUL**

1. Please communicate with the program director, tutors and mentors when prompted to do so. Mentors are helping you on a voluntary basis so please appreciate their hard work and dedication.
2. School suspensions, detentions and teacher, coaches or school administrator comments can affect your participation in the CIR program. The CIR program director will determine your participation in the program on a case by case basis.

## **QUALIFICATION FOR, AND DIMISSAL FROM, PROGRAM**

Students are expected to follow the rules and policy set forth in the College is Real Program. You may be asked to leave the program for the following reasons:

1. Repeated absences or tardiness.
2. Not following the rules and expectations of the program.
3. Exhibiting behavior that is unsafe towards staff, fellow students, or yourself.
4. Lack of commitment to CIR and lack of communication.
5. Unsatisfactory academic performance.
6. Lack of commitment to the college preparation and application process.

## **HOMEWORK**

- The College is Real program requires you to attend at least one after- school tutoring/study hall session every week and your homework to be turned in whenever assigned by your classroom teacher. Make sure to write down your homework assignments every day. If you are getting any grades other than A's and B's, you should try to attend two tutoring sessions per week. Don't be afraid to ask for help from the tutors, CIR program director, other CIR staff or your mentor. They are all happy to help you.
- You are expected to come to school and CIR tutoring with your homework, pencils, notebooks and any necessary school books.
- If you finish your homework before the tutoring session is over, please bring a book that you can read for the remainder of the session.

## **SPECIAL EVENTS/FIELD TRIPS**

Occasionally the CIR Program will hold special events, activities and field trips. If this happens, you will be provided with information so you can communicate with your parent/guardian. Examples include, college tours, international or professional soccer games, visits to civic facilities, dinners and lunches. If a permission slip is required to participate, you are expected to turn in the permission slip by the deadline.

## **COLLEGE PREPARATION PROCESS**

All CIR members are expected to sign up for the PACT or EGC program, which help students with the college preparation and application process and are available free of charge to all members of CIR. The PACT and EGC directors are located in the career center.

In addition to the resources provided by PACT and EGC, the CIR director will provide each CIR member with a CIR College Orientation, Preparation and Application Handbook that will provide information to CIR students on: a) what high school courses to take to qualify for different colleges/universities; b) the college admissions testing process; c) the college application process; and d) profiles of various California state colleges and universities as well as selected private universities.

## **MENTORS**

Every student participating in the CIR Program will be assigned a mentor to follow their progress, provide motivation and direction, and assist in any difficulties that may arise. The mentors are people who believe in the CIR program and want to help young people succeed. They are business people, college students, graduate students, former Richmond High alumni and community members. Mentor responsibilities include, but are not limited to:

- Contacting students via email or text message once a week.
- Contacting students via phone once every two weeks.
- Meeting with students once a month.
- Assisting students with academic work and monitoring the college preparation and application process.

Students are expected to maintain a good rapport with their mentors by communicating with them in a timely fashion, promptly returning phone calls and emails, arriving to any meeting or activities with mentors on time, and talking with them about any difficulties with academic work, college preparation, sports or any other issues or challenges that may arise to find help and an appropriate solution.

## **PROGRAM LEADERSHIP AND CONTACTS**

### **Daniel Ponce**

Director

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### **Brad Blake**

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**THANK YOU AND WE HOPE THAT YOU'RE PARTICIPATION IN THE CIR PROGRAM WILL ULTIMATELY PROVIDE YOU WITH THE NECESSARY RESOURCES AND SKILLS TO ATTEND A FOUR YEAR UNIVERSITY AND BE A SUCCESSFUL COLLEGE STUDENT.**