



College Bound

Changing Attitudes. Creating Opportunities.

*Parent & Student
Handbook
2011 - 2012*

This Parent/Student Handbook is designed to provide information regarding College Bound's programs, participation requirements, and services. Parents are encouraged to review the handbook's contents with their children. Should any clarification regarding the contents of this handbook be needed throughout the year, please do not hesitate to contact the College Bound office by e-mail or telephone.

EXPECTATIONS OF STUDENTS

In an effort to ensure that participants gain the maximum benefit from College Bound, it is expected that all students adhere to the Code of Conduct (Appendix-A4) and the following requirements:

- Memorize the **Student Creed** by the second class meeting in October 2011 (Appendix A1).
- Attend all Saturday School sessions held at your selected campus.
- Attend class with appropriate supplies (binder, paper, pencils, pens, dictionary, thesaurus, and literature book for the month).
- Be on time for Saturday School General Assembly, all classes, and College Bound activities.
- Complete all monthly assignments and turn them in by the due dates.
- Wear your College Bound T-shirt with black pants or a black skirt to Saturday School each month. (No baggy or sagging pants, short skirts, short shorts, or head scarves of any kind!)
- Earrings are to be worn by females only. No rings in the nose, tongue, cheeks, eyebrows, etc., are allowed. Earrings worn by male students will be confiscated and returned at the end of the school year.
- Usage of cell phones, iPods and other electronic devices are prohibited at Saturday School. All electronic devices will be confiscated and returned at the end of the school year.
- Maintain appropriate behavior at all times.
- Always use respectful language with peers, parents, teachers, visitors, and College Bound staff.

- Always display a positive, “I know I can succeed!” attitude.
- Always display self-control during College Bound activities.
- Never bring food or drinks into any building.
- Never wear hats inside buildings.
- Maintain a GPA of 3.0 or higher.

EXPECTATIONS OF PARENTS

In an effort to ensure that participants gain the maximum benefit from College Bound, we expect all parents/guardians to adhere to the following requirements.

Parents must ensure that:

- Your child is appropriately dressed for Saturday School each month (College Bound Shirt and black pants or skirt).
- Your child has memorized the **Student Creed** by the second class meeting in October 2011 (Appendix A1).
- You, as a parent, will participate in reading the **Parent Creed** (Appendix A2) and sing “Lift Every Voice and Sing” (Appendix A3), during General Assembly.
- You and your child are on time for Saturday School and all College Bound activities.
- You attend and participate in the monthly Saturday School Parent seminars.
- Your child completes and turns-in all monthly homework assignments on the appropriate due date.
- You complete registration for all required and suggested services in a timely manner, such as the academic review.
- You notify the College Bound office staff or visit the College Bound website to make any change in address and/or phone numbers.
- You have cell phones on vibrate during all College Bound activities/events.
- Your family will commit to and meet the requirements of College Bound’s fundraising activities.
- Your child brings a healthy snack and water for the morning break.

- You do not take food or drinks into any buildings.

EXPECTATIONS OF TEACHERS

- Attend and be on time for all monthly teacher meetings, training sessions and classes.
- Know and be committed to the College Bound expectations of students.
- Follow the College Bound Saturday School lesson plans.
- Keep students and parents informed of student progress by correcting and returning all class and homework assignments.
- Participate in all Teacher Training Sessions.
- Wear business casual attire to all College Bound events/class sessions.
- Support College Bound fundraising activities

EXPECTATIONS FOR COLLEGE BOUND STAFF

The College Bound staff is committed to providing high quality professional service to members. Staff will work efficiently to provide parents with available resource information and notification of any calendar changes.

FINES

To ensure compliance with the signed Code of Conduct, parents and students who breach the contract by failing to meet program requirements will be assessed a fee. Fines are issued for the following infractions and must be paid immediately:

Late Arrival (after Prayer begins)	\$ 5.00 per family member
Homework	\$10.00 per class

SATURDAY SCHOOL STUDENT AND PARENT ATTENDANCE

To receive maximum benefits from the program, College Bound believes that parents and students should conclude the year with 100% attendance. However, students and parents are allowed a **maximum of one (1)** absence during the

school year. Exceeding one absence by either the parent or student can result in converting the family membership to Associate Member status (Appendix A5).

Students Tardy to Class

All students are expected to be in class and in their seats on time to begin the instructional day. Once attendance has been taken and class activities have begun, students entering class will be marked **TARDY. THE THIRD TARDY TO A CLASS WILL EQUATE TO ONE (1) ABSENCE.**

Saturday School Early Departure

If a family wishes to leave before Saturday School ends, that day will count as an absence for the student and parent. Prior to leaving, parents are required to obtain a pass from the Parent Resource Center. The pass **MUST** be given to the Parent Coordinator (or the classroom teacher if the Coordinator is not available) before a student will be released from class. College Bound requires parents/guardians to complete an “Authorization to Take Students Off Campus” form (Appendix A7). This form must be on file before students are released to anyone other than the custodial parent(s). **Students will not be released to meet parents in the parking lot. All parents are required to follow these guidelines.**

HOMEWORK POLICY

Homework is an integral part of the College Bound instructional program and is required for all students. Students and parents are expected to adhere to the following homework procedures:

- Complete and return all homework assignments during Saturday School.
- If absent, students are required to turn in homework on the due date (no later than 5:00 PM).
- All homework assignments will be posted on the College Bound website in the Member Zone, within 10 days following class.

Homework Penalties

- Students will be assessed \$10.00 per missed assignment. *Homework fines must be paid before the end of the Saturday School day*

- Students with incomplete or missed homework must also attend the *Homework LockDown* to complete the assignment following Saturday School. Parents must accompany students to the **LockDown**, which will be held from 12:30 to 1:30 PM each month.

REQUIRED COLLEGE BOUND EVENTS AND SERVICES

- **Zumbathon – December 3, 2011**
 - **Grades 4-11**

The Zumbathon is a community event that promotes health and wellness and provides an opportunity for the entire College Bound family to support the cause of educational opportunity. This is one of College Bound’s annual fundraising events. The family fundraising goal is a minimum of \$200 per student. The deadline is December 3, 2011.
- **Honda Car Raffle**
 - **Grades 4-11**

During the 2012 Grand Finale, we will raffle a car donated by American Honda Motor Company, Inc. Each family is asked to sell one (1) ticket per student. Additional information will be given during the October 2011 Saturday School session.
- **Academic Review and Advising Session (January - March)**
Pre-requisite: Grades and/or Transcripts
 - **Grades 7-11**

All College Bound students in grades 7 through 11 must register for an individual Academic Review & Advising Session. At least one parent and the student are required to attend. Registration is conducted in November and December during the Saturday School sessions. Submission of a transcript (grades 9 through 11) or report card (grades 7 through 8) is **MANDATORY**. Transcripts and report cards for students attending schools on the quarter system must be submitted two weeks after the end of the quarter. Transcripts and report cards

(including the current first semester grades) for other students must be received in the College Bound office at least one week before your scheduled Academic Review. Failure to submit grades will result in the cancellation of the advising appointment. **Any student not participating in the Academic Review Session will not be allowed to continue in the program the following year.**

➤ **Grades 4-6**

Students in grades 4 through 6 and their parents will have a group advising session during the March Saturday School class. The latest trimester or semester report card must be received in the College Bound office by the February Saturday School session.

- **SAT Preparation (Grades 9-11)**

SAT Prep and the June 2012 test are included in the registration fees. Refer to the calendar for class and test dates.

- **ACT Explorer Test (Grades 7-8)**

Testing for the ACT Explorer is included in the registration fees for students. Refer to the calendar for test dates.

- **Community Service**

Why Community Service?

Community service is an essential part of the College Bound experience. Students who serve others develop an understanding of their responsibility to the world, community, and eventually, the college or university of their choice. Through community service, students not only enhance their social awareness, they also gain self-confidence. This altruistic process allows students to discover their strengths and talents, and develop new skills that will help them succeed in college and in life.

Community Service Requirements

College Bound students are required to complete 50 hours of community service for each year of involvement with College Bound, beginning their sophomore year of high school. By the end of the second semester of the senior year, continuing students must have completed 150 hours of community service (50 hours per year).

Coordination and Approval

College Bound is not responsible for coordinating community service

assignments. Students and their parents will be required to research and select the service opportunities that best fit the student's interests and/or career goals. Here are a few tips from California Volunteers, Office of the Governor: <http://californiavolunteers.org>

Once the service location has been identified, students should contact the organization to schedule an initial meeting or register with the organization (if using online volunteer coordinating services like LA Works). Information about the organization (mission, location(s), hours of operation, etc.) and the student's specific tasks should be verified prior to beginning the assignment.

Students will be required to track their community service hours using the Community Service Timesheet (Appendix A6).

HIGHLY RECOMMENDED PROGRAMS/SERVICES

- **PSAT**

College Bound strongly recommends that all students in grades 9 through 11 register to take the PSAT at their local schools. The test will be administered in October of each school year. If your child's local school is not administering the test, contact the College Board at 866.756.7346 to identify a school site in your neighborhood. Make sure to include College Bound's test code (4922) when registering for the test.

- **Summer Enrichment Program Information (Grades 4-11)**

It is **strongly recommended** that students participate in a summer enrichment program to enhance their educational experiences, further develop their skills, and increase the high school students' competitiveness for college admission. College Bound will provide information to parents regarding some of the summer programs that are available for students. **To receive this information, students must have been recommended for a summer enrichment experience during the Academic Review and Advising Session. Students recommended for summer school will not receive summer enrichment information.**

- **2012 Grand Finale – April 28, 2012**

This event is a culmination of the program year and an opportunity to showcase student projects to family, friends, college representatives, sponsors, etc. It is scheduled for April 28, 2012. Tickets for this event will go on sale in January 2012. The cost is \$25 per person.

CODE OF CONDUCT

The Code of Conduct is located in the appendix of this handbook (Appendix A4). Parents and students must review and sign this document. We will collect the signed copy during the October Saturday School session. All students will be held accountable for adhering to this code.

Saturday School Most Frequently Asked Questions

1. What is the Saturday School schedule for parents and students?

Both parents and students attend the scheduled Saturday School for their campus from 8:30am-12:30 PM. Refer to the calendar to confirm Saturday School dates per campus.

2. Are parents required to attend Saturday School with their children?

Yes, parents are required to attend with their children.

3. How many times may a student or parent be absent?

Students and parents may be absent only once during the school year.

4. How do students obtain homework assignments if they are absent?

Students must visit the College Bound website and go to the appropriate member zone.

5. If my child and I leave before Saturday School is over, will that count as an absence?

Yes, missing one or both instructional periods count as a full day absence.

6. Is my child required to wear the College Bound T-shirt or sweatshirt each month?

Yes, all student participants are required to wear the College Bound T-shirt or sweatshirt at all times during Saturday School.

7. What book should my child read each month?

Students should have finished reading the book listed for the current month prior to arriving at Saturday School. For example, the September book on the list must be read before the September Saturday School session. Students must bring a copy of the book to class.

8. What should we do if our family needs to leave early?

Parents are required to obtain a pass from the Parent Resource Center, if leaving becomes a necessity. **Students will not be released to meet parents in the parking lot.**

9. What happens if we are late?

A person/family is considered late once the prayer starts. A \$5 fine will be imposed.

10. I have paid the College Bound program services fee. Why is fundraising mandatory?

The program services fee pays approximately one-fourth of the total cost of enrolling a student in College Bound. The remainder is paid through grants, contributions and fundraising activities. Family participation in fundraising is vital to the ongoing operations of our programs and services. Our fundraising activities help to offset costs that would otherwise be paid directly by the families.

APPENDIX

STUDENT CREED

I am young, gifted, and worthy of success.

I have the ability to master the content and skills in all classes.

I am an individual with my own learning rate.

My success in class is my own responsibility.

To be successful I must:

- a. Know what is required.
- b. Plan and prepare.
- c. Practice to mastery.
- d. Get prompt feedback.
- e. Master today's assignment to make tomorrow's easier.

PARENT CREED

If a child lives with criticism, he learns to condemn...

If a child lives with hostility, he learns to fight...

If a child lives with fear, he learns to be apprehensive...

If a child lives with pity, he learns to feel sorry for himself...

If a child lives with ridicule, he learns to be shy...

If a child lives with jealousy, he learns to feel guilt...

But...

If a child lives with tolerance, he learns to be patient...

If a child lives with encouragement, he learns to be confident...

If a child lives with praise, he learns to be appreciative...

If a child lives with acceptance, he learns to love...

If a child lives with honesty, he learns what truth is...

If a child lives with fairness, he learns justice...

If a child lives with security, he learns to have faith in himself and
those about him...

If a child lives with friendliness, he learns the world is a nice place in
which to live.

With what is your child living?

Lift Every Voice and Sing

Lift every voice and sing, 'til earth and heaven ring,
Ring with the har-mo-nies of lib-er-ty;
Let our rejoicing rise, high as the lis-t'ning skies,
Let it re-sound loud as the roll-ing sea.

Sing a song full of the faith that the dark past has taught us,
Sing a song full of the hope that the pres-ent has brought us;
Fac-ing the ris-ing sun of our new day be-gun
Let us march on 'til vic-to-ry is won.

Ston-y the road we trod, bit-ter the chast-'ning rod,
Felt in the days when hope un-born had died;
Yet with a stead-y beat, have not our wea-ry feet,
come to the place for which our fa-thers sighed?

We have come o-ver a way that with tears has been wa-tered,
We have come, tread-ing our path thro' the blood of the slaugh-tered,
Out from the gloom-y past, till now we stand at last,
Where the white gleam of our bright star is cast.

God of our wea-ry years, God of our si-lent tears,
Thou who hast brought us thus far on the way;
Thou who hast by Thy might, led us into the light,
Keep us for-ev-er in the path, we pray.

Lest our feet stray from the places, our God, where we met Thee,
Lest our hearts, drunk with the wine of the world, we for-get Thee;
Shadowed be-neath Thy hand, may we for-ev-er stand,
True to our God, true to our na-tive land.

James Weldon Johnson

CODE OF CONDUCT

STUDENTS ENROLLED IN COLLEGE BOUND must ultimately assume responsibility for their own education and adhere to the code of conduct. Violations of these regulations and/or demonstrated unwillingness to adhere to the rules and regulations may lead to dismissal and/or expulsion.

I recognize the opportunity for academic and personal growth that this program provides for me and therefore, agree to abide by the following rules of conduct:

1. I will bring a *positive, constructive attitude* to all College Bound activities.
2. I will *attend and arrive on time to all College Bound activities* for which I am scheduled.
3. I understand that no more than one absence is allowed.
4. I will complete *all assignments in the time frame required and honor all commitments* to College Bound.
5. I will *show respect* in the use of the English language. Profanity will not be tolerated.
6. I will *show respect* for my peers, parents, instructors, and others associated with College Bound at all times. I will respect the diversity and differences among program participants.
7. I will exercise *self-discipline* in my personal behavior and within the context of College Bound to develop and strengthen positive character traits.
8. I will wear my College Bound *T-shirt/ sweatshirt and black pants or black skirt* to all Saturday School class sessions.
9. I will not wear *baggy pants or provocative attire* during any College Bound activities.
10. I will not wear earrings (*Male Students Only*) or head scarves during College Bound activities.
11. I understand that use of *cell phones and/ or other electronic devices is not allowed in class or* at any College Bound event.

I fully understand that my participation requires that I adhere to the above Code of Conduct and that any deviation from this may result in dismissal and/or expulsion.

Student's Name _____
(Please Print)

Date _____

Student's Signature _____

Date _____

Parent's Name _____
(Please Print)

Date _____

Parent's Signature _____

Date _____

College Bound

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(562) 407-2127 FAX (562) 407-2131
email: info@collegeboundca.org

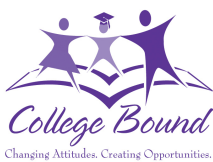
Associate Membership

We are sensitive to the fact that parents of high school students need information and/or assistance to further their child's progress toward college and future careers. We also understand that families may not desire or be able to participate in College Bound's full Saturday School program. Therefore, to meet the needs of families in either of these categories, College Bound offers an Associate Membership, with the following fee-based services listed below:

- Academic Review and Advising Session (transcript analysis to determine college admission eligibility status)
- Spring SAT Preparation Classes
- College Application Assistance
- Personal Statement/Essay Assistance
- Financial Aid/College Savings Workshops
- Other academic services that may be tailored to the needs of your family

You may also be offered an Associate Membership in lieu of being dropped from College Bound for the following reasons:

- More than one absence
- More than 2 Incomplete and/or No Homework days
- Dropping below the minimum GPA requirement for College Bound Membership



Community Service Timesheet

Student Name: _____ Grade: _____

Organization: _____

Supervisor Name: _____

DATES WORKED	TIME IN	TIME OUT	HOURS WORKED	SUPERVISOR SIGNATURE
TOTAL HOURS				

Please make copies as needed

College Bound

17316 Edwards Road • Suite 180 • Cerritos • California 90703
(562) 407-2127 FAX (562) 407-2131
email: info@collegeboundca.org

Authorization to Take Student off Campus

Please complete this form if any person other than the custodial parent(s) or guardian(s) may take your child off campus while College Bound Saturday School is in session. Your son or daughter will NOT be permitted to leave campus with anyone other than the parent unless authorized in writing.

PLEASE COMPLETE THE FOLLOWING (Please print):

(a) Student's Name _____ Date of Birth _____ Grade
Level _____
Campus ___ Pomona ___ USC ___ Long Beach

The following people have our permission to visit and/or take our child off campus. We also certify that each person is an adult. We understand and will explain to those indicated below that he or she must present official photo identification to College Bound staff before our child will be released.

Name	Address & Phone	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent Name(s) _____

Parent's Signature(s) _____ Date _____ Date _____

Section 3.02 Custodial Concerns

Please provide information about any relevant custody issues regarding your child. If applicable, attach any relevant legal document.

CALIFORNIA STATE UNIVERSITY, LONG BEACH

1250 BELLFLOWER BOULEVARD, LONG BEACH, CA 90840

A · B · C · D · E · F · G · H



- Building
- Building Under Construction
- Campus Connection Stop
- Long Beach Transit Bus Stop
- Accessible Path of Travel
- Emergency Phone
- Motorcycle Parking
- Change Machine
- Parking Permit Dispensers
- Information Pylon

PARKING

GENERAL
1, 11, 12, 13, 14, 16, 20,
Parking Structures 1, 2, 3

STUDENT CARPOOL
17, Parking Structure 2 Level 1

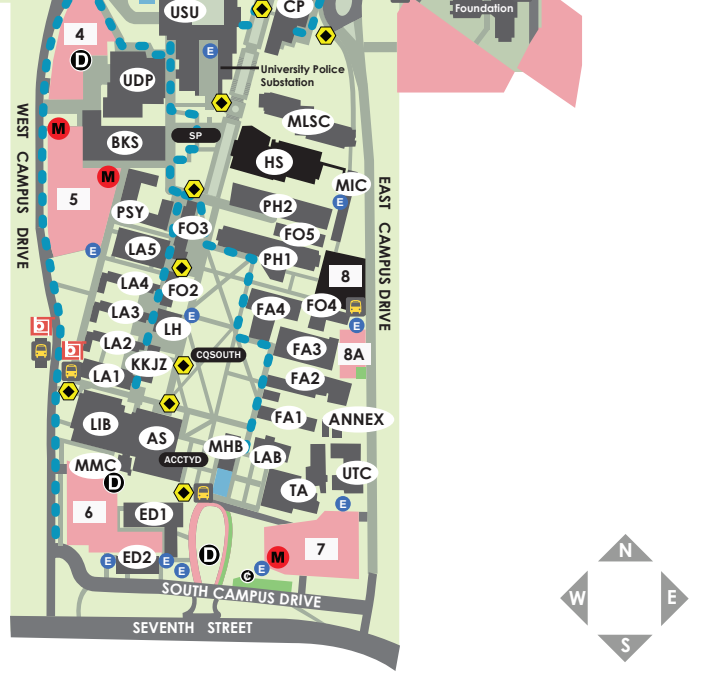
RESIDENCE
14D, 19

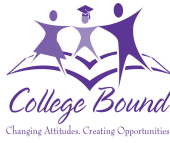
RESTRICTED / EMPLOYEE
1, 3, 4, 5, 6, 7, 8, 8A, 9, 10, 11,
12, 13, 15, 17, 18, CDC

EMPLOYEE CARPOOL
1, 4, 5, 6, 7, 9

METERED
1, 8A, 10, 12, 13, 14, 15, 16, 17,
19,
Parking Structure 1
Parkside Access Road
Earl Warren Drive
South Campus Drive
State University Drive
Deukmejian Way
Facilities Management
University Police

MOTORCYCLE
3, 4, 5, 7, 9, 10, 12, 14D,
Parking Structure 1 Level 1
(N and S ends)
Parking Structure 2
(N and S ends)





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 Website: www.collegeboundca.org

Calendar of Events 2011-2012

JULY							AUGUST							SEPTEMBER						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24 31	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	

OCTOBER							NOVEMBER							DECEMBER						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23 30	24 31	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31

JANUARY							FEBRUARY							MARCH						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4					1	2	3
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24
29	30	31					26	27	28	29				25	26	27	28	29	30	31

APRIL							MAY							JUNE						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

- Orientation & Saturday School(Pomona)
- Orientation & Saturday School(CSULB & USC)
- Saturday School(Pomona & USC & CSULB)
- Zumba-thon(Family & Friends Day)
- SAT Prep - Classes 9th - 11th
- SAT & Explore Testing(Pomona & USC & CSULB)
- Saturday School Grand Finale(Pomona & USC & CSULB)
- SAT Test

Other Services (Grades 8th - 11th):
 2-18-12 & 2-19-12 Academic Review(Pomona)
 3-3-12 & 3-4-12 Academic Review(LA Students on LMU Campus)