



# EvanstonScholars

## Class of 2023 Scholar Guidelines

### Welcome to Evanston Scholars!

We look forward to spending the next six years helping you to develop your academic potential, to make the most of your time at Evanston Township High School, find a good-fit (academic, financial and social) college of your choice, and help you achieve college success and graduation. This document presents the expectations and guidelines we ask you to follow during your time in the program. We are excited for you to join the Evanston Scholars family!

**Our Mission:** Evanston Scholars is a non-profit organization that improves college access and success for a diverse group of ambitious Evanston students who are traditionally first-generation college entrants, low-income, and students of color, starting with the college admissions process and continuing through college graduation.

**Our Model:** ES works closely with each Scholar, in both individual and group formats, to achieve college success and college graduation with minimal debt. Like all major life goals, achieving this goal requires your full participation as a student, and as an Evanston Scholar.

***During the High School Years program,* Evanston Scholars commits to your success by providing the following resources and support:**

- Personalized counseling by **Evanston Scholars staff** on all aspects of the college application and selection process
- Regular academic check-ins
- Individual guidance on course selection
- A mentor who is a college graduate to support you with your journey to and through college
- Counseling for summer college programs and other summer opportunities
- Workshops, meetings and seminars as outlined on the ES Calendar of Events
- SAT preparation, including full-length practice exams
- College visits
- Ongoing contact and networking with peers, mentors, current College Scholars and Evanston Scholars staff
- Weekly reminders
- Career readiness curriculum, tools and exposure to professional workplaces

***During the College Years program, Evanston Scholars commits to your success by providing the following resources and support:***

- Dedicated Evanston Scholars staff for College Success program
- 1:1 meetings at least twice a year to review academic progress
- Advice and guidance for college success including course and major selections
- Continuation of mentor relationship
- Biweekly College Scholar Newsletter
- Ongoing financial aid guidance
- Circle of Honor distinction for 3.0+ GPA
- Social opportunities to interact with staff, mentors and fellow college Scholars
- Availability of emergency funds
- Dedicated Evanston Scholars staff for Career Readiness
- Career readiness curriculum that includes resume development, job/internship/career guidance
- Book stipend each semester when ES expectations are met

## **Scholars and Parent/Guardian Expectations:**

### **Requirements of Scholars throughout the program**

#### ***As an Evanston Scholar, I pledge to:***

- Maintain a positive disciplinary status at ETHS and in college
- Engage in at least **TWO** quality contacts per month with my mentor – an in person meeting or a phone call
- Read and respond to phone calls, texts and e-mails from ES staff and mentors within 24 hours

### **Requirements of an Evanston Scholar while in High School**

#### ***As an Evanston Scholar, I pledge to:***

- Provide ES with access to my academic, standardized testing and college planning/application information including HAC, College Board, Naviance and college application portals to assist in counseling for college applications.
- Abide by the ES Attendance Policy (**see p. 5**).
- Abide by the ES Academic Achievement Policy (**see p. 6**).
- Complete ES Assignments by the stated deadline(s).
- CHECK EVANSTON SCHOLARS E-MAILS and TEXTS DAILY and reply within 24 hours..
- Complete annual ES Career Readiness milestones
- Apply to at least 2 Summer Opportunity/Pre- College Programs between junior and senior year.
- Apply to 7-10 colleges/universities, 5 of which are from the ES Recommended College List.
- Complete all required financial aid forms by the appropriate deadlines.
- Apply for college and outside scholarships according to ES advice.
- Update Evanston Scholars staff with ALL college admission decisions.

- Provide Evanston Scholars with a copy of all financial aid award letters.

### **Requirements of an Evanston Scholar while in College**

*(note: you will receive detailed College Scholar policies during the summer prior to college)*

#### ***As an Evanston Scholar, I pledge to:***

- Remain in good academic standing and actively pursue academic distinction by striving for A's and B's.
- Engage with academic support programs on campus. Ex., tutoring, writing center, etc.
- Review course selection with the College Success team before class registration.
- Demonstrate knowledge and understanding of academic and financial requirements.
- Immediately communicate academic and financial challenges with College Success staff.
- Submit financial statement and transcript each term
- Provide college portal login and password and any updates.
- Develop and maintain a relationship with the Career Readiness Team
- Annually update Career Readiness portfolio
- Secure campus and summer employment to help pay expenses.
- Meet at least once each semester, upon ES staff request, to review grades, degree progress and career readiness milestones.
- Attend a minimum of three ES sponsored meetings, workshops and career readiness events (in addition to 1:1 meetings) per year.
- Stay on-track with a goal of completing college in four years.

### **Repercussions**

#### ***As an Evanston Scholar, I understand that:***

- Failure to comply with the above guidelines can result in probation and/or my deactivation from the Evanston Scholars program
- Failure to meet program expectations may result in a reduction or discontinuation of this monetary award. College Book Stipend disbursements are made at the sole discretion of the Scholar Financial Review Committee.



# EvanstonScholars

## Attendance Policy

Please make sure you understand and are able to comply with the following:

- **THE ES ATTENDANCE YEAR GOES FROM AUGUST 1 – JULY 31**
  - Mandatory events (14-16 per attendance year plus SAT preparation class) are indicated on the attached ES calendar and will be shared with Scholars annually via paper.
  - We expect you to be ready to learn at the published start time of the event (this means being seated and/or on camera **before the start time** not walking in the door at the start time of the event and not off camera during the event.)
  
- **IF YOU MISS A MANDATORY WORKSHOP OR EVENT, YOU ARE EXPECTED TO FOLLOW UP WITH YOUR POD LEADER DURING THE FOLLOWING MONDAY STUDY TABLE TO GET THE MATERIAL AND AN OVERVIEW OF THE CONTENT.**
  
- **IN A GIVEN ATTENDANCE YEAR:**
  - Your first absence at a mandatory event/program will be noted.
  - Your second absence at a mandatory event/program will result in a warning.
  - Your third absence at a mandatory event/program will result in probation. Email notification will be sent to your parents and mentor.
  - Your fourth absence at a mandatory event/program will result in deactivation from Evanston Scholars.
  
- **OUR ATTENDANCE POLICY **DOES NOT** DIFFERENTIATE BETWEEN EXCUSED AND UNEXCUSED ABSENCES.** We know that illness and emergencies arise, as well as conflicts. We have tried hard to create a policy with some wiggle room that helps you honor your commitment as an Evanston Scholar. If you know in advance that you will need to miss a mandatory program, please notify your Pod leader at least one week in advance.

# Academic Achievement Policy for High School Scholars

The greatest predictor of academic success in college is strong high school grades. Strong grades are also vital to admissions decisions and financial aid awards. Like you, Evanston Scholars wants you to succeed in, and graduate from a 4-year college. In support of that goal, you should aim to maintain As and Bs in an appropriately challenging curriculum at ETHS. We recognize that lower grades do sometimes happen. This policy is designed to support your academic success, to work closely with you if you're struggling, and to prepare you for the level of academic performance required to succeed in college.

## Bi Weekly Grade Checks

ES Staff regularly monitor grades on HAC to ensure we are able to offer academic assistance to Scholars. You will be required to attend Monday Study Table for a grade check when you have a grade of C or lower in two or more classes in HAC. We will notify you of grade status every other week. These check-ins are not punitive. Our goal is to be sure you are accessing resources and working toward the best grades possible. When applying to college, good grades equals good money and more college choices!

**At the end of each Quarter or Semester if you earn a C, the following will take place:**

**If you earn a C (+/-) in any class during any quarter or semester in your junior or senior year, you and your Pod Leader will discuss:**

- Do you feel this grade represents your strongest effort? Why or why not?
- As needed, an action plan for grade improvement – you and your Pod leader will agree and sign
- What can you do proactively improve the grade, **including seeking help** in classes where you're struggling?
- Would you benefit from weekly ES study table?
- Explain/warn about "academic probation" (see below).

**If you earn one or more grades of D (+/-) or below in any class during any quarter or semester in your junior or senior year, ES will meet with you to:**

- Discover/discuss the reasons for the low grade(s).
- Explain "academic probation" status in ES.
- Develop an action plan to help you improve your grade(s) (see attached) and institute weekly check-ins.
- Sign you up for weekly study table.
- Meet with parent, mentor, and ES staff to communicate about academic probation and explain the next consequence: Deactivation from ES.

**At the end of the next quarter:**

- If you are no longer earning Ds, you will be removed from academic probation.
- If you are still earning one or more grades of D or below, you will be deactivated from Evanston Scholars. Deactivation means you cannot participate in ES programming or events. ES will meet with you and your parent to explain deactivation and the steps you can take, after the following academic quarter, to petition to be re-activated in ES.

**Reactivation is the decision of the Executive Director after you have accomplished the following:**

- You write a letter to the Executive Director explaining the changes you have made to improve your grades and reaffirming your commitment to meeting ES program expectations. Parent signature also required.
- Your grades are all C (+/-) or above at the end of the following quarter.

**Having read the above, I understand and agree to Evanston Scholars' Academic Achievement and Attendance Policy.**

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**Scholar signature**

**Kendall Jack**  
**Scholar name (print)**

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**Parent/Guardian signature**

**Lakisha Taylor**  
**Parent/Guardian name (print)**

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**DATE**

**Scholar Agreement/Permission**

*By signing this agreement I hereby:*

1. authorize any recipient of all or any portion of this document to provide any and all information of any kind and nature whatsoever requested to Evanston Scholars or any of its agents;
2. forever release any of the entities or individuals seeking or providing such information from any and all claims of damages that I may or actually do sustain as a result of seeking or providing any such information;
3. permit Evanston Scholars and its official partners to use any photography, description or likeness of myself or any essays, reports or other written material, except for private and specific financial information about me or my family, in any newsletter, solicitation or promotional materials;
4. consent to provide directly and/or give Evanston Scholars: access to ETHS’s Home Access Center (HAC); academic transcripts; standardized test scores; financial award letters from all post-secondary institutions; academic transcripts and financial statements every semester/quarter I am in college and from every institution I attend.

**I have carefully read, I understand and I agree to the terms of this contract.**

\_\_\_\_\_TRT\_\_\_\_\_   
 Scholar signature

\_\_\_\_\_6/23/21\_\_\_\_\_   
 Date

\_\_\_\_\_Tahisiry Rodriguez Torres\_\_\_\_\_   
 Scholar name (print)

\_\_\_\_\_6/23/21\_\_\_\_\_   
 Date

**Parent/Guardian Agreement**

*By signing this agreement, I hereby agree to:*

1. support and encourage my child to follow all guidelines as outlined
2. attend and engage in mandatory parent meetings per the ES calendar
3. support my child attending scheduled workshops, events and meetings
4. take advisement from Evanston Scholars Staff
5. participate in financial aid/college affordability counseling
6. encourage/facilitate a positive relationship between my family and ES mentor
7. support my child in the college application and admissions process
8. support my child in college through graduation

**I have carefully read, I understand and I agree to the terms of this contract.**

\_\_\_\_\_Oisry Torres\_\_\_\_\_6/23/21\_\_\_\_\_   
 Parent/Guardian Date

**Organization (Evanston Scholars) Agreement**

On behalf of Evanston Scholars, its Board of Directors and its staff, I welcome this student to the Evanston Scholars Class of 2021 and hereby pledge our support to this Scholar’s success now and in the future.

\_\_\_\_\_   
 Steve Newman, Executive Director

\_\_\_\_\_   
 Date