



## ACES Program Scholar Agreement & Communication Consent

To experience the maximum benefits of an ACES Scholar, it is important for you (and your parents/guardians) to understand clearly and agree to the expectations of those admitted into the ACES Program.

It is also important to note that ACES utilizes multiple communication strategies to assist in supporting student engagement in events, activities, workshops, and interventions. Utilizing various forms of communication is important in order to develop the Scholar/Coach relationship, and therefore essential to the program experience.

### COMMUNICATION CONSENT

Our various methods of communication include, but are not limited to, US mail, email, phone calls, text messaging, and social media. We respectfully ask for permission to use these various approaches as a possible means to communicate with both parent/guardian and student, as they are critical in helping us deliver our programming to students in order to become college and life prepared.

**By signing this form, you are providing the ACES program with permission to utilize these various forms of communication to reach both parents/guardians and students for matters related to the ACES program.**

### What does the ACES Program expect from Scholars?

#### **Expectation 1: Participate in ACES Summer Programs and Workshops**

- Summer Program for Rising 11<sup>th</sup> ACES Scholars at Montgomery College
- Summer Program for Rising 12<sup>th</sup> ACES Scholars at Universities at Shady Grove
- Summer Program for Rising MC Scholars (if applicable)
- Student Success Workshops facilitated throughout the academic year.

#### **Expectation 2: Attendance and Engagement**

##### **2A. Program Paperwork Completion**

- ACES Scholars are expected to complete and submit orientation paperwork and forms to their ACES Academic Coach.
- All ACES students are required to complete the Montgomery College admissions application, but are not required to attend Montgomery College.
- Engagement activities include reading all ACES Program related documents. The ACES Program will apply all MCPS policies, including **Student's Rights and Responsibilities**, to ACES Scholars.  
<https://www.montgomeryschoolsmd.org/students/rights/>

**2B. Communication:** The ACES Program expects that all Scholars will read and take action based upon information sent to them via email, voice calls, text, and US mail.

- ACES Scholars will check their email and voice mail daily for ACES Program or school-related communications.
- ACES Scholars have the responsibility of recognizing that certain communications about financial aid, scholarships and college admissions may be time-critical. Therefore, Scholars please report immediately any changes in email, mailing address or phone numbers to the ACES Academic Coach. Email inboxes and voicemail boxes should also be cleared regularly to allow for new messages from the ACES program. Such issues are not to be used as an excuse for missing official ACES communications.

**ACES Scholars are expected to use a variety of communication/engagement strategies to meet Expectation #1 and #2 to include:**

- Activate their personal MCPS email and Naviance/Family Connections accounts by Fall of Junior year
- Check email everyday (Scholars are encouraged to link email to their phones)
- Check Naviance/Family Connections at least 1 one time per week
- Attend all required activities (i.e. tutoring, workshops, and one-on-one meetings)
- Inform ACES Academic Coach if unable to attend an activity and to retrieve missed work from ACES Academic Coach as soon as possible
- Return all required forms to ACES Academic Coach by deadlines given

Name of ACES Scholar: \_\_\_\_\_ **(Please return this signed form to your ACES Academic Coach)**



### Expectation 3: Mindset & Preparedness

**3A. Mindset of Success:** The ACES Program expects all Scholars to assume personal responsibility for their actions, motivation, learning and achievement. Mental preparation is necessary for success because what you believe about yourself—your skills and your abilities— will determine how you approach your participation in ACES; in college, career, and in life.

**3B. Preparation:** A successful ACES scholar is prepared, organized, and has a positive attitude. Being successful in the ACES Program requires an entire mindset of actions and behaviors placed into practice every day to include:

- Refusal to be anything less than your personal best
- Arriving on time and ready to learn at all ACES activities
- Compliance with full MCPS dress code at all ACES programs and activities

**ACES Scholars are expected to use a variety of social/personal skills to meet Expectation #3 to include:**

- Possess the desire to think about and plan for your future
- Be accountable for your own actions, thoughts, and behaviors
- Ask questions when you need assistance
- A commitment to your academics
- Be respectful in all communications, presentation and attire

#### What should ACES Scholars expect from their ACES Academic Coach?

**The ACES Academic Coach:**

- Prepares you with the necessary skills needed to succeed in various academic settings. Examples of skills include: time management, increasing participation in class, avoiding procrastination, and planning for long-term goals.
- Serves as a resource and will refer you to other academic support resources.
- Offers one-on-one meetings with you and is available during lunch and/or after school for meetings or workshops. There are open office hours and you may email or send a text message to schedule additional meeting time.
- Helps you develop the confidence and motivation necessary to meet your educational, college and career goals.

#### PARTICIPATION POLICY

**The expectation is that ACES Scholars will attend a majority of the ACES common activities and meetings that are assigned to them by the ACES Academic Coach at their high school. Scholars may be withdrawn from a specific set of ACES activities for non-attendance or inappropriate behavior, as determined by the ACES Academic Coach. Students who are habitually absent from required ACES activities, and who do not respond to verbal and written warnings, may be permanently dismissed from the ACES program at the discretion of the ACES Academic coach.**

**Scholars who desire to withdraw from the ACES program are required to meet with their ACES Academic Coach and submit the ACES Withdrawal Form.**

#### SCHOLAR/PARENT AGREEMENT AND COMMUNICATION CONSENT:

**As a participant of the ACES Program, I understand and agree to the above ACES Scholar Expectations and Participation Policy, as well as the Communication Consent Statement. As a parent/guardian of an ACES Scholar, I have read the ACES Program Scholar Agreement and Participation Policy, as well as the Communication Consent Statement.**

Signature of the ACES Scholar: \_\_\_\_\_ Date: \_\_\_\_\_ MCPS ID: \_\_\_\_\_

Signature(s) of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Home Phone: \_\_\_\_\_ Parent Mobile Phone: \_\_\_\_\_

Parent E-Mail: \_\_\_\_\_

Name of ACES Scholar: \_\_\_\_\_ (Please return this signed form to your ACES Academic Coach