

A+

STUDENT  
HANDBOOK

EAST BUCHANAN  
HIGH SCHOOL  
2019-2020

FOCUSING ON THE FUTURE

## **Purpose of the A+ Program Student Handbook**

In an effort to enhance educational opportunities for high school students, the Missouri State Legislature established the Outstanding Schools Act of 1993, which includes provisions for the A+ Schools Program. The purpose of this handbook is to provide a clear understanding of the various aspects of the A+ Program. There are many guidelines established by the law that East Buchanan High School must implement and follow. These policies are explained in this handbook.

East Buchanan High School was awarded the A+ Schools Program grant in November of 2000. The district re-applied for the grant in 2001 and 2002. East Buchanan received designation in March in 2003. Upon receiving designation, eligible students graduating from East Buchanan High School may be able to receive A+ Financial Incentives. The funding for financial incentives is dependent upon continued support and availability of state appropriations from the Missouri General Assembly.

It is the responsibility of the A+ Program coordinator to administer the program in a fair and consistent manner. All A+ students will be treated fairly and equitably. Accurate certification of students is crucial to the integrity of the program. **It is the responsibility of the students and parents to read this handbook carefully to understand all guidelines and regulations before signing the Participation Agreement.**

Any questions about this handbook or the A+ Program should be directed to the A+ Coordinator at East Buchanan High School. You may call or set up an appointment by calling 816-424-6460.

## **Goals of the A+ Program**

The A+ Program concept is designed to achieve the three basic goals that are set forth in the Outstanding Schools Act of 1993. The three goals of the A+ Program are:

1. All students will graduate from high school;
2. All students will complete a selection of high school studies that is challenging and has identified learner outcomes; and
3. All students will proceed from high school graduation to a college or post-secondary vocational or technical school or high wage job with workplace skill development opportunities.

All projects and efforts of the A+ Program in the East Buchanan C-1 School District are designed to achieve the three basic objectives listed above.

## **Student Benefits Through A+**

The first East Buchanan High School class eligible to receive A+ Program financial incentives was the class of 2003. East Buchanan High School is designated an A+ School by the State of Missouri, and eligible graduating students may receive financial incentives to attend a Missouri community college or vocational/technical school of their choice.

These incentives may be made available by the State of Missouri only after the student has made a good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment. A student must be considered a full-time student by the post-secondary institution and maintain a 2.5 GPA to continue receiving the incentive.

These incentives may be available for four years after the student's date of graduation from East Buchanan High School pending continued appropriations by the Missouri General Assembly.

Eligible graduates who attend 4-year colleges may receive scholarships to those institutions because the student is an A+ eligible graduate. Please check with your intended college to see if scholarship money is available, or check with the A+ Coordinator.

To be eligible for the financial incentives of the A+ Program, a student must be certified by East Buchanan High School. As the official representative of the Department of Education of the State of Missouri, the A+ Coordinator has the responsibility to certify EBHS graduates when they have met the criteria of certification. The high school principal will verify all qualifications and documentations. To be certified as an East Buchanan A+ participant, an individual must:

- Sign an A+ Program Participation Agreement;
- Attend an A+ designated school for two years prior to graduation;
- Graduate from East Buchanan with at least a 2.5 cumulative GPA (based on a 4.0 scale);
- Have at least a 95% attendance average for grades 9-12;
- Perform 50 hours of unpaid, academic tutoring or mentoring;
- Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol;
- Be a U. S. citizen;
- Score proficient or advanced on the state level Algebra I EOC or another DESE approved exam.

In addition, A+ participants must agree to:

- Make a good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment, and submit proof in the form of a copy of the FAFSA confirmation; and
- Submit proof of registering for the US Selective Service (if applicable.)

## **A+ Participation**

An A+ Program Participation Agreement must be completed with all of the appropriate signatures. The agreement simply states that the student and parents are aware of the A+ Program requirements and incentives.

## **Enrolling in an A+ School**

A student must graduate from an A+ designated school and have attended an A+ designated school for at least 2 years prior to graduation.

## **Maintaining the A+ GPA**

The student must graduate from high school with a minimum GPA of 2.5 on a 4.0 scale. The cumulative GPA is applicable to all four years of the student's enrollment in high school. The official transcript will document and certify that the grade point requirement has been met. The GPA must be 2.5; 2.49 renders the student ineligible.

## **Meeting the A+ Attendance Requirement**

To be eligible for A+ Program financial incentives, a student must have a 95% cumulative attendance record. This allows the student approximately 7 days of absence each year. Students are expected to attend school regularly and to be on time for classes. Therefore, the student will acquire the habits of punctuality, self-discipline, and responsibility. A student who does not meet the 95% attendance requirement may not be eligible for the A+ Program financial incentives. The following attendance guidelines are required of all students participating in the A+ Program:

- A cumulative attendance record will be kept from the beginning of the A+ student's high school career until graduation.
- The high school office will keep the official record-of-attendance. Students attending Hillyard N. S. Technical School will have their attendance reported daily and their records maintained in the high school office.
- Each quarter parents, guardians, and students will be provided information that includes the student's attendance record.

A+ participants who receive notification of unacceptable attendance will have 30 days from the date of notification to file an appeal with the A+ Coordinator. If an appeal is NOT filed within 30 days of notification, a waiver for days missed will not be considered. A+ Attendance Waiver forms are available in the high school office or from the A+ Coordinator.

Absences that occur because of school-sponsored activities are not counted against attendance. The A+ Program does not necessarily excuse EBHS excused absences. Attendance waivers would most often be granted for (but not necessarily limited to) long-term illnesses, hospitalizations, granted homebound instruction, and treatment for chronic health problems. Attendance waivers would not usually be granted for doctor/dentist visits, court dates, and funerals to name a few.

NO STUDENT WILL RECEIVE A WAIVER IF ABSENCES ARE DUE TO ANY OF THE FOLLOWING:

- Truancy
- Skipping classes
- Personal/family vacations
- Transportation problems
- Suspension from school

It is not possible to list every situation in this handbook. If you have attendance questions, please contact the A+ Coordinator. All attendance waiver requests will be considered and decided on a case-by-case basis by the A+ Attendance Committee.

#### A+ ATTENDANCE/ CITIZENSHIP REVIEW PROCESS

The A+ Teacher Advisory Committee will review and decide all attendance/citizenship appeals. The committee will be comprised of the following:

- High School Guidance Counselor
- High School Principal
- At-Risk Teacher
- Two High School Teachers
- A+ Coordinator

The A+ Coordinator will act as facilitator and a non-voting member of the A+ Teacher Advisory Committee. After the A+ Teacher Advisory Committee reaches a decision, the A+ Coordinator will notify the parents in writing. Any and all additional appeals will be conducted following the policies set by the Board of Education.

### **Meeting the A+ Tutoring Requirement**

The A+ Program requires that students complete 50 hours of academic tutoring to other students. Before beginning this requirement for A+ certification, a student must have a signed A+ Participation Agreement on file in the A+ Coordinator's office.

- The A+ Coordinator must approve tutoring experiences. Tutoring opportunities are emailed to A+ participants and are also listed in the daily bulletin. Some approved examples would be summer school and Homework Helpers.
- A student must complete tutor training which will be offered at least once each year during a time scheduled by the A+ Coordinator. This training will stress confidentiality responsibilities.
- An A+ tutoring log must be kept daily by the student and must be signed by the supervising teacher. The log must be turned in monthly to the A+ Coordinator on or before the last class day of the month.
- All tutoring must be done on the school premises under the supervision of a classroom teacher or other certified personnel.
- Students are expected to behave responsibly while tutoring. This includes notifying the

- tutoring supervisor before absences when possible. It is important to the success of the programs involved that A+ participants remain dedicated to their responsibility.
- Students may use up to 12 hours of school-approved job shadowing towards the 50 hours. See the A+ Coordinator for special requirements for job shadowing.
  - NO financial remuneration may be accepted for tutoring activities.

Failure to follow these guidelines may result in dismissal from the A+ Program.

## **Cadets as Tutors**

Students who wish to cadet to obtain tutoring hours must follow the cadet teaching guidelines. Application guidelines include:

- Meet A+ qualifications;
- Be a junior or senior;
- Make application through the high school counselor's office; and
- Sign up on or before the last day of class changes.

Participation guidelines include:

- May only cadet one block a day;
- Sign in at the elementary office daily;
- Complete logs daily and turn them in on the last class day of the month;
- Notify the high school office or the supervising teacher in advance of absences when possible;
- Dress properly for classroom teaching; and
- Must not eat, drink, or chew gum in front of the students unless there is a class celebration.

Due to the number of A+ participants, preference will be given to seniors who have not previously been a cadet and who have completed the tutoring application during their junior year. Other A+ seniors who need tutoring hours would be placed next. Juniors will be placed, as needed, based on GPA and completion of the tutoring application. There will be NO placement of cadets as tutors after the last day of class changes in August/January.

## **Being an A+ Citizen**

Participation in the A+ Program is an honor and a unique privilege for East Buchanan High School students. Students pursuing A+ financial incentives must maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol.

***Certification of good citizenship is based on the  
official discipline record maintained in  
the administrative offices at East Buchanan High School.  
Consequences for infractions of the discipline***

*code are assigned by the high school principal,  
and that administrator is responsible for  
certifying the accuracy of the student's discipline record.*

#### UNLAWFUL USE OF DRUGS AND ALCOHOL

An A+ participant will not possess, sell, or use a controlled substance or drug paraphernalia as defined by law and stated in the East Buchanan High School Student Handbook. The use of prescription medicine is allowed under Board Policy and establishing guidelines. Students and parents are responsible for understanding and following these guidelines.

The following offenses will result in immediate removal from the A+ Program:

##### DRUGS

- **Possession, use, sale, or transfer of drugs**
- Possession of drug paraphernalia

##### ALCOHOL

- **Possession, use, sale, or transfer of alcohol**

##### **First Offense -**

**Student will be put on probation. Probation period will be through graduation.**

#### CRIMINAL ACTIVITY

Criminal activities, as defined by the Safe Schools Act, will also result in immediate removal from the A+ Program and include:

- First and second degree murder
- Kidnapping
- First and second degree assault
- First and second degree burglary
- Robbery
- Distribution of drugs
- Distribution of drugs to minors
- First degree arson
- Voluntary/involuntary manslaughter
- Sexual assault
- Felonious restraint
- Property damage
- Possession of a weapon (under provisions of Chapter 571 Missouri Revised Statutes)
- Intimidation of school staff
- Physical threat to staff
- False alarm/bomb threats or misuse of emergency equipment
- Expulsion from school

#### PROBATION

Disciplinary offenses, other than an offense that causes immediate removal from the program,

will result in the student being placed on probation. The probation period will be one calendar year. For example, a student placed on probation April 21 will be on probation until April 21 of the following year.

## PROBATION GUIDELINES

Activities within the school setting are an important part of determining good citizenship.

Therefore,

- Any student exhibiting a continuous pattern of disruptive behavior as recorded in his/her discipline record will be placed on probation, and
- Any student placed in OSS (out-of-school suspension) will be placed on probation for the first offense. A second offense will immediately remove the student from the A+ Program.

Good citizenship outside the school setting is of equal importance. Records from the Office of Juvenile Services or law enforcement are available to East Buchanan High School as established under the Safe Schools Act. This information will be used in determining citizenship, and probation will be administered as follows:

- Any student receiving a misdemeanor charge will be placed on probation. A second offense will result in immediate removal from the A+ Program, and
- Any student convicted of a felony will be removed from the program.

A+ participants who receive notification of probation or immediate removal will have 30 days from the date of the notification to file an appeal with the A+ Coordinator. The A+ Review Committee will consider and decide upon appeals on a case-by-case basis. If an appeal is NOT filed within 30 days of notification, the appeal will not be considered. A+ Citizenship Appeal forms are available in the high school office or from the A+ Coordinator.

Each student's citizenship record is subject to semester review by the A+ Teacher Advisory Committee.

## A+ ATTENDANCE/CITIZENSHIP REVIEW PROCESS

The A+ Teacher Advisory Committee will review and decide all attendance/citizenship appeals. The committee will be comprised of the following:

- High School Guidance Counselor
- High School Principal
- At-Risk Teacher
- Two High School Teachers
- A+ Coordinator

The A+ Coordinator will act as facilitator and a non-voting member of the A+ Teacher Advisory Committee. After the A+ Teacher Advisory Committee reaches a decision, the A+ Coordinator will notify parents in writing. Any and all additional appeals will be conducted following the policies set by the Board of Education.



## Making a Good Faith Effort

A+ participants are required to make a good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment. The following steps must be taken to show this good faith effort:

- Parents must complete and file the Free Application for Federal Student Aid (FAFSA). The FAFSA summary report must be sent to the Missouri community college or public vocational/technical school that the student is planning to attend.
- The FAFSA forms are available online at <https://fafsa.ed.gov/>. Parents are encouraged to apply as early as possible but may not apply before October 1. Please check the website for deadlines for completion. If you apply online, you must also apply for a PIN number so you can sign the application online as well. A paper form is available on the website if preferred.

Financial incentives might only be awarded after available federal post-secondary student financial assistance funds have been applied.

## Measuring and Certification of A+ Students

At the end of each quarter, **students who are participating in the A+ Program will receive a summary of their A+ progress on their progress report.** Any questions or concerns about the information reported should be directed to the A+ Coordinator.

At the end of each school year, the A+ Coordinator will review all records of A+ participants, and the names of the eligible students will be submitted to the high school principal and guidance counselor for official certification prior to graduation. The A+ Coordinator prior to graduation will notify participants who do not meet all eligibility requirements in writing.

**More information about A+ Incentives can be found on the website for Missouri's Department of Higher Ed at**

**<https://dhe.mo.gov/ppc/grants/aplusscholarship.php>**



Updated 8/27/2019

## East Buchanan High School A+ Schools Participation Agreement

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_

Age \_\_\_\_\_ Year in School (Circle one, please) Freshman Sophomore Junior Senior

I wish to participate in East Buchanan High School's A+ School Program. I understand that East Buchanan High School has been designated an A+ School, and, contingent upon continued funding by the Missouri Legislature, eligible students who have met the requirements of the A+ Schools Program as outlined below may be eligible to receive student financial incentives for a maximum of two years to attend a Missouri community college or vocational technical school.

I also understand:

- Student financial incentives may be available for a period of four (4) years after high school graduation pending continual state funding.
- Students must be enrolled in and attend a participating Missouri public community college or vocational technical school on a full-time basis, maintaining a GPA of 2.5 or higher on a four-point scale;
- Students' financial incentives may be made available only after the eligible student has made a documented good faith to secure all available federal post-secondary student financial assistance funds that do not require repayment (parental income is NOT a criteria to receive A+ financial incentives);
- "Effective August 28, 1999, all individuals required to register under the United States Military Selective Service Act [all males age 18] must show proof of registration to be eligible for state-supported scholarships, programs, for financial assistance for postsecondary education or loans insured by any state agency. This student eligibility requirement is authorized pursuant to Mo. Rev. Stat. §§ 105.1210, 105.1213 and 105.1216 (2000)."

Student Responsibilities: To be eligible to receive student financial incentives offered by the A+ Schools Program, I agree to enter into this written agreement with the school no later than December 1 of the fall term of my senior year and will:

- Be a U. S. citizen;
- Attend a designated A+ School for two (2) years prior to high school graduation;
- Graduate from East Buchanan High School with a cumulative GPA of 2.5 or higher on a 4.0 scale;
- Have at least a 95% attendance record for high school;
- Perform 50 hours of unpaid tutoring or mentoring for younger/other students;
- Maintain a record of good citizenship and avoid the unlawful use of drugs (including alcohol); and
- Score proficient or advanced on a state level Math EOC or any of the following ACT Math scores:
  - 18 ACT, 15 ACT + 3.0 GPA, 16 ACT + 2.8 GPA, or 17 ACT + 2.5 GPA

I also agree to submit the following as required for registration upon my graduation at any participating post-secondary institution:

- Confirmation of registering with the US Selective Service (if applicable); and
- Confirmation of completing the FAFSA.

Please indicate your preference:

YES, I have read the A+ handbook and I would like to participate in the A+ Schools Program.

NO, After reading the A+ handbook, I have decided to NOT participate in the A+ Schools Program.

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Student Signature \_\_\_\_\_

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Parent/Guardian Signature	Date
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Date \_\_\_\_\_

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A+ Coordinator Signature \_\_\_\_\_

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High School Principal
Date

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Date



Logs are to be completely filled out and turned in no later than the last school day of each month. Logs turned in after the due date MAY NOT be counted!

[illegible]

\*Round all times to the nearest quarter hour.