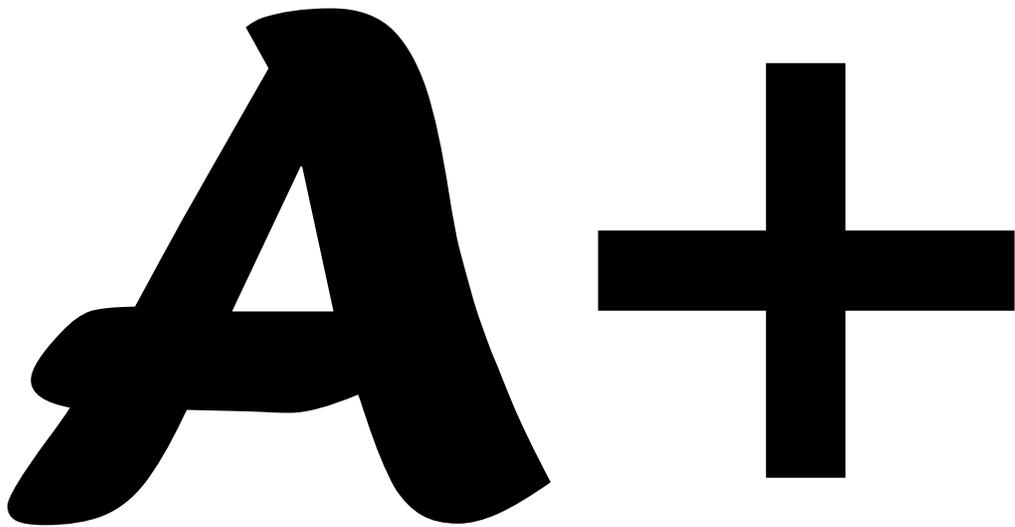


# Elsberry High School



## Student Handbook

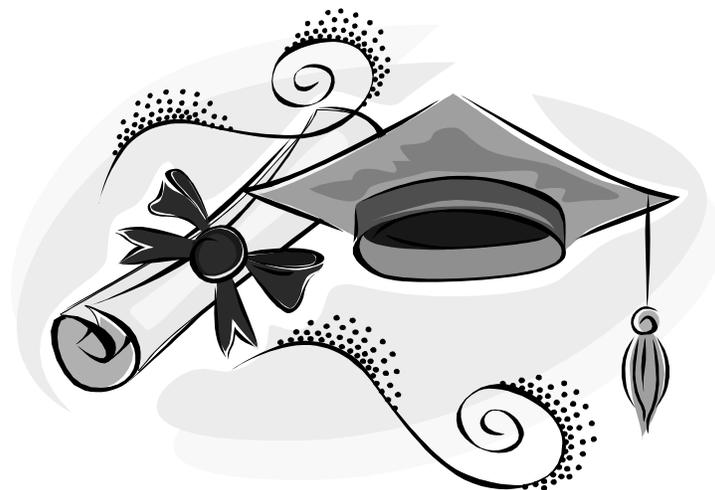
# Purpose of Handbook

The purpose of this manual is to provide students, parents, faculty, and staff with a clear understanding of the guidelines and policies of the A+ Schools Program as established by the Outstanding Schools Act of 1993. There are many aspects of this law that require Elsberry High School to establish guidelines and policies. It is the responsibility of the high school principal to administer the A+ Schools Program in a fair and consistent manner. All A+ Students must be and will be treated fairly and equitably.

The first step of participation in the A+ Schools Program is the signing of the A+ Schools Agreement by the student and parent/guardian. After the signatures are obtained the student is considered to be an A+ Student at Elsberry High School. It is then the responsibility of the student to continue to meet the requirements to be certified as an A+ Student upon graduation.

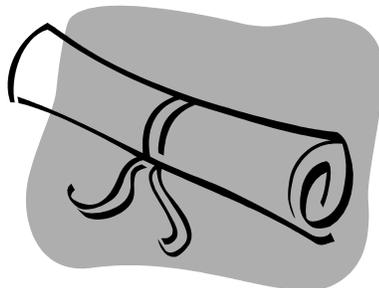
Elsberry School District has a responsibility to achieve and maintain the status of Elsberry High School as an A+ School. Upon graduation, the principal must certify to the State of Missouri the students who have achieved this status and are eligible for the financial incentives of the program. It is realized that some students will not be able to meet the requirements set forth in the A+ Schools Program. The principal or counselor will notify the student(s) and parents if the student is not eligible for the A+ Schools status.

This manual is designed to present in a clear and consistent manner the guidelines and policies of the A+ Schools Program. Any questions about this manual or the A+ Schools Program should be directed to the high school principal at Elsberry High School.



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# Goals of the A+ Schools Program

The A+ Schools Program is a school-improvement initiative established by the Outstanding Schools Act of 1993. The program is raising academic standards, opening new doors to higher education and introducing students to the teaching profession through tutoring and mentoring activities.

The program provides incentives for local high schools to:

- Reduce the dropout rate
- Raise academic expectation and eliminate “general track” courses
- Provide better “career pathways” for all students
- Work more closely with business and higher-education leaders.

The primary goal of A+ Schools is to assure that all students are well prepared to pursue advanced education and employment.



## Benefits of an A+ School for Students

Qualifying graduating students will be eligible for the following:

- Tuition to attend any Missouri public community college or public vocational or technical school.
- Tuition incentives which will be made available after the student has made a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment.

Student will receive this incentive for TWO years. A student must be considered a FULL-TIME student by the post-secondary institution maintaining a grade point average of 2.5 or higher on a 4.0 scale. Student must complete the two years of FULL-TIME enrollment at the institution within FOUR years after graduation from Elsberry High School. **Tuition reimbursement is contingent upon availability of state funds.**

# Student Eligibility

To be eligible for the financial incentives of the A+ Schools Program, Elsberry High School must certify a student as having met all A+ requirements. As the official representative of the Department of Education of the State of Missouri, the principal has the responsibility to certify that a graduate of Elsberry High School has met criteria of certification. To be certified as an A+ Schools student, a student must:

- Sign an **A+ Student Contract** (copy included in appendix of this booklet)
- Attend Missouri public high school for **three consecutive years immediately prior to graduation.**
- Graduate from Elsberry High School with a cumulative **grade point average of 2.5** or above on a 4.0 grading scale.
- Graduate from Elsberry High School with a cumulative **attendance record of 95%** or better.
- Perform 50 hours of **tutoring** of other students.
- Beginning with the class of 2015, students must score proficient or advanced on the Algebra I End of Course Exam.
- Maintain a record of **good citizenship** and avoidance of unlawful use of alcohol and drugs.
- **Students must enroll in the A+ Program by September 30<sup>th</sup> of their senior year.**

Parents and students will be informed if at any time the A+ Student is in jeopardy of losing their status as an A+ Student.

## Grade Point Requirement

To meet the eligibility requirement for grade point average, the student must:

- Graduate with a cumulative grade point average of 2.5 or higher on a 4.0 scale (non-weighted).
- Averaging or rounding up to the next highest grade point is not allowed.
- The cumulative grade point average is based on all four years of high school attendance.

*The student's official transcript will serve as evidence of grade point average for admission into a public community college or public vocational or technical school.*



# Good Faith Effort to Secure Funding

To meet the eligibility requirement for good faith effort to secure funding the parents must:

- Complete and send in the Free Application for Federal Student Aid (FAFSA). The FAFSA information must be sent to the community college or public vocational or technical school that the student is planning to attend.
- The FAFSA is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Parents are encouraged to apply as early as possible, but not before January 1<sup>st</sup> of the year of the student's graduation.

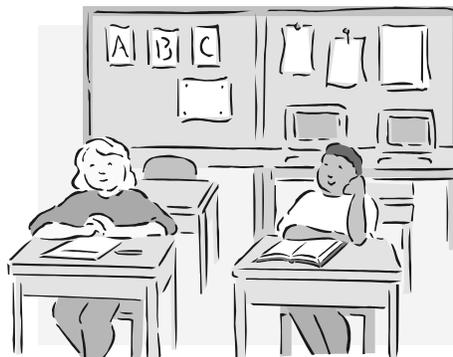
*Parents will be required to apply again for federal financial assistance after the first year is completed at the community college or public vocational or technical school.*

## Attendance Requirement

A+ Students are required to have a 95% attendance rate at the time of graduation. Any student who does not meet the 95% attendance requirement **will not** be eligible for the A+ financial incentive. The following guidelines for attendance are in effect for all students participating in the A+ Schools Program:

- Accumulative attendance record will be kept from the beginning of the freshman year until graduation.
- Accumulative attendance information will be gathered from the official computerized information system used by the district.
- If the student needs to appeal an absence(s), the appeal must be completed and submitted **NO LATER THAN** the end of the semester in which the absence(s) occurred.
- Rounding up of percentages is not allowed.
- Funerals, college visits, and normal illnesses are not excusable absences for the A+ Program.

*When filing an appeal, the student must do so using the A+ attendance Appeal Form. (Sample included in the appendix of this booklet.)*



# Attendance Waiver Guidelines

Extenuating circumstances such as serious health problems or accident-related injuries may cause a student to miss long periods of school. In such cases, student/parent may provide the principal with medical documentation which will be considered in reviewing a waiver of absence due to extenuating circumstances. **Doctor's appointments and normal illnesses are not considered extenuating circumstances.**

## Attendance Review Process

When all of the information is received, an A+ Attendance Review Committee will meet within 30 school days after the conclusion of the appeal deadline to determine if a waiver of absence will be granted.

The A+ Attendance Review Committee will be composed of the following:

- Principal
- 2 Teachers
- Counselor
- School Nurse

*After the A+ Attendance Review Committee reaches a decision, the principal will notify the student and parents by letter.*

## Tutoring Requirement

A+ Students are required to perform 50 hours of unpaid tutoring. The following guidelines have been established for A+ tutoring:

- Tutoring must be school sponsored.
- Official time sheet must be kept by the student and turned in to the A+ Coordinator who will record the hours.
- Official time sheet must be signed by a school official sponsoring the tutoring. (Sample included in appendix of this booklet.)
- Tutoring may be done during the school year or during the summer.
- All tutoring must be done on Elsberry School District premises under the supervision of a teacher (tutoring may not be done at an individual's home or at a school not within Elsberry School District).
- The A+ Coordinator or the sponsoring school may terminate the tutoring experience.



- The A+ Student is responsible for being present at the agreed upon day and time for the tutoring or mentoring. If absent, it is the responsibility of the A+ Student to notify the adult in charge of the A+ tutoring experience.
- Tutors must adhere to the student dress code and code of conduct for the school they are tutoring in while on their campus.
- **NO tutoring hours will be accepted after May 1<sup>st</sup> of a student's graduating year.**

## Citizenship & Avoidance of Substance Abuse Requirement

A+ Students are required to be good citizens and must avoid the unlawful use of alcohol and drugs. Any student who does not meet the citizenship requirement will not be eligible for the A+ Financial Incentive. The following guidelines for citizenship are in effect for all students participating in the A+ Schools Program:

- Participation in the A+ School Program is an honor and unique privilege for Elsberry High School students.
- An A+ Student will not sell, possess or use any controlled substances as defined by law unless prescribed by a licensed physician.
- Citizenship certification will be based on the following:
  - Discipline record of the students as determined by the student's principal.
  - Discipline record of the students as determined by the Safe Schools Act.
  - Compliance with the Elsberry High School Citizenship Guidelines
- **A student who violates the citizenship policy may be placed on A+ Citizenship Probation until graduation. A Letter of Probation will be sent to the student's home as notification that the student has been placed on A+ Citizenship Probation. Any violation of the A+ Citizenship Guidelines while the student is on probation will automatically terminate the student from the A+ Schools Program. An appeal of the probation may be made within 30 days of notification. Refer to the Citizenship Appeals Process in this booklet.**



# Citizenship Guidelines

In order to qualify for tuition reimbursement under the A+ Schools Program, a student must maintain a good citizenship record. The following guidelines for good citizenship have been established:

- Participation in the A+ Schools Program is an honor and unique privilege for Elsberry High School Students.
- Any A+ Student that is found selling, possessing, transporting or using any controlled substances, alcohol, or drug paraphernalia will be removed from the program.
- Criminal activity as defined by the Safe Schools Act will result in automatic removal from the program
- The school district reserves the right to remove a student from the A+ Program who has been charged, convicted, or pled guilty in a court of general jurisdiction for the commission of a felony violation of state or federal law.
- Accumulation of 6 days or more of In-School Suspension (ISS) during high school career or 4 days in one school year will result in A+ Probation.
- Accumulation of 3 days or more of Out-of School Suspension (OSS) during high school career will result in A+ Probation. A single incident resulting in 10 days or more of Out of School Suspension (OSS) will result in automatic removal from the program.
- A student who violates the citizenship policy may be placed on Citizenship Probation for 180 days or until graduation. A Letter of Probation will be sent to the student's home as notification that the student has been placed on Citizenship Probation. Any violation of the A+ Citizenship Guidelines while the student is on probation will automatically terminate the student from the A+ Schools Program.

# Citizenship Appeals Process

If the student is removed from the A+ Schools Program, the student has the right to appeal. The appeal must be filed with the principal within 30 days of notification. *If the appeal is not filed within 30 days, the appeal will not be considered.* When all of the information is received, an A+ Citizenship Review appeal will be granted.

The A+ Citizenship Review Committee will be composed of the following:

- Principal
- Counselor
- Three teachers who do not currently have the student in class

*After the A+ Citizenship Committee reaches a decision, the principal will notify the student and parent by letter.*

If the student would like to appeal the decision of the Citizenship Review Committee, the citizenship appeals form must be submitted to the superintendent within 20 days of the Citizenship Review Committee's decision.

When filing an appeal, the student must use the A+ Citizenship Appeal Form available from the high school office. (Sample included in the appendix of the booklet.)

*Any action that would result in an unacceptable citizenship evaluation for a student who is on A+ probation will automatically terminate the student from the A+ Schools Program.*

*When filing an appeal, the student must use the A+ Citizenship Appeal Form. (Sample included in the appendix of the booklet.)*

## Selective Service Requirement

Participants, who are required by the laws of the United States to register with the selective service system, must register or forfeit their eligibility for the A+ tuition benefit.

# Suggested Timeline

A student may sign up for the A+ Schools Program at any time between grades nine and eleven. Twelfth grade students must enroll no later than September 30<sup>th</sup> of their senior year due to the need to complete the fifty (50) required hours of tutoring. In all cases, however, early enrollment is encouraged since attendance, grade point average, and discipline records dating back to the first day of the freshman year are used to help determine successful completion of the A+ Schools Program requirements. A suggested timeline for involvement in the A+ School Program is as follows:

## Freshman Year

- Sign **A+ Schools Program Agreement**
- Sign **A+ Schools Program Citizenship Guidelines**
- Sign **A+ Tutoring Agreement**
- Maintain GPA, attendance, and citizenship requirements

## Sophomore Year

- Submit **A+ Tutoring Placement Request and Approval**
- Attend required training sessions
- Begin Tutoring hours
- Maintain GPA, attendance and citizenship requirements

## Junior Year

- Update **A+ Tutoring Placement Request and Approval**
- Continue tutoring hours
- Maintain GPA, attendance, and citizenship requirements

## Senior Year

- 1<sup>st</sup> Semester
  - Update **A+ Tutoring Placement Request and Approval**
  - Complete tutoring hours
  - See counselor if you intend to go into summer school immediately upon graduation
  - Maintain GPA, attendance, and citizenship requirements
- 2nd Semester
  - Submit the Free Application for Federal Student Aid (FAFSA)
  - Maintain GPA, attendance, and citizenship requirements
  - Complete the **Intent to Use A+ Benefits form** prior to May 1
- Upon their eighteenth (18<sup>th</sup>) birthday, males must register for the Selective Service

# **Appendix-**

# **Student Forms**

**Elsberry R-II School District  
A+ Schools Program  
CITIZENSHIP APPEAL FORM**

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Student Name \_\_\_\_\_ Date of Appeal \_\_\_\_\_

Parent/Guardian Name (s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Student SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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This request is to appeal the notification of citizenship disqualification received during:

Semester: (check one) \_\_\_\_\_ First \_\_\_\_\_ Second School Year: \_\_\_\_\_

In the space below, please indicate the basis for your appeal concerning your denial of citizenship certification for the A+ Schools Program.

*(Attach additional sheets if necessary)*

***An appeal must be filed within thirty (30) days of the notification of disqualification.***

A+ Office Use Only			
Date Appeal Received	_____	Appeal Accepted	_____
Date Appeal Committee Met	_____	Days/Hours Waived	_____
Date Decision Letter Sent	_____	Appeal Denied	_____

**Elsberry R-II School District  
A+ Schools Program  
CITIZENSHIP ELIGIBILITY REPORT**

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Student Name \_\_\_\_\_ Student SS # \_\_\_\_-\_\_\_\_-\_\_\_\_

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\_\_\_\_\_ ***The conduct of the student listed above has been satisfactory*** in accordance with the standards of good discipline. He/she is considered a creditable citizen and therefore meets the citizenship requirements of the A+ Schools Program.

\_\_\_\_\_ ***The conduct of the student listed above has not been satisfactory*** in accordance with the standards of good discipline. He/she is not considered a creditable citizen and therefore meets the citizenship requirements of the A+ Schools Program.

Safe Schools Violation (if applicable): \_\_\_\_\_

Other Reason(s) for Disqualification: \_\_\_\_\_  
\_\_\_\_\_

Principal's Signature _____	Date _____
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**Elsberry R-II School District  
A+ Schools Program  
Intent to Use A+ Benefits Form**

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**Student Name:** \_\_\_\_\_ **Student SS#** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

- If you are A+ certified upon graduation, do you intend to use A+ money?

Yes \_\_\_\_\_ No \_\_\_\_\_

- If yes, please indicate the name of the A+ eligible college or technical school you plan to attend.

A+ Community College/Technical School:

\_\_\_\_\_  
\_\_\_\_\_

**Please note: signing this form is not a commitment, it is simply an intent.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Elsberry R-II School District  
A+ Schools Program  
A+ TUTORING AGREEMENT**

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Name: \_\_\_\_\_ SS# \_\_\_\_\_  
(last) (first) (middle initial)

Home Address: \_\_\_\_\_  
(number) (street) (city) (zip code)

Home Phone: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: M F Grade: \_\_\_\_\_

---

**Student/Parent Agreement:**

As a student earning tutoring hours through the A+ Schools Program, I accept the responsibility to:

- **Obtain approval for tutoring assignments through the A+ Coordinator**
- **Attend the required training session**
- **Provide 50 hours of unpaid tutoring in an approved setting**
- **Arrive promptly and attend regularly. (In the event of an emergency I will notify both the counselor and the supervising teacher)**
- **Work with a positive attitude and willingly assume assigned tasks**
- **Treat all supervising administrators, teachers, and students with respect**
- **Be sensitive to the needs of all students and respect the principle of confidentiality**
- **Wear clothing appropriate to the activity**
- **Follow the guidance found in the A+ Tutoring Manual and the Elsberry R-II School District disciplinary guidelines**

I agree to accept the opportunities and obligations associated with the tutoring component of the A+ Schools Program. I understand I may be dismissed from the program for failure to comply with the guidelines of the program. (In doing so, I would no longer be eligible for benefits through the A+ Schools Program).

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

My son/daughter had discussed with me the tutoring component of the A+ Schools Program, and I give my permission for him/her to participate in the required tutoring activities. I understand that my son/daughter is responsible for his/her transportation to and from these activities.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The conduct of the student listed above has been satisfactory and in accordance with the standards of good discipline. He/she is considered a credible citizen and therefore eligible to participate in the tutoring component of the A+ Schools Program.

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Elsberry R-II School District A+ Schools Program ATTENDANCE APPEAL FORM

Student Name \_\_\_\_\_ Date of Appeal \_\_\_\_\_

Parent/Guardian Name (s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Student SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

This request is to appeal a school absence for the following:

Semester: (check one) \_\_\_\_\_ First \_\_\_\_\_ Second School Year: \_\_\_\_\_

In the space below, please indicate the date(s) of the absence(s) as well as the reason for the absence(s). Please attach documentation in the form of a doctor's note on office letterhead or prescription pad, proof of hospitalization, etc. for review by the A+ Attendance Review Committee.

<b>DATE OF ABSENCE(S)</b>	<b>REASON FOR ABSENCE(S)</b>

*(Attach additional sheets if necessary)*

A+ Office Use Only			
Date Appeal Received	_____	Appeal Accepted	_____
Date Appeal Committee Met	_____	Days/Hours Waived	_____
Date Decision Letter Sent	_____	Appeal Denied	_____

**Elsberry R-II School District  
A+ Schools Program  
CITIZENSHIP GUIDELINES AGREEMENT**

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Name: \_\_\_\_\_ SS# \_\_\_\_\_  
(last) (first) (middle initial)

Home Address: \_\_\_\_\_  
(number) (street) (city) (zip code)

Home Phone: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: M F Grade: \_\_\_\_\_

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**In order to qualify for tuition reimbursement under the A+ Schools Program, a student must maintain a good citizenship record. The following guidelines for good citizenship have been established:**

- **Participation in the A+ Schools Program is an honor and unique privilege for Elsberry High School Students.**
- **Any A+ Student that is found selling, possessing, transporting or using any controlled substances, alcohol, or drug paraphernalia will be removed from the program.**
- **Criminal activity as defined by the Safe Schools Act will result in automatic removal from the program**
- **The school district reserves the right to remove a student from the A+ Program who has been charged, convicted, or pled guilty in a court of general jurisdiction for the commission of a felony violation of state or federal law.**
- **Accumulation of 6 days or more of In-School Suspension (ISS) during high school career or 4 days in one school year will result in A+ Probation.**
- **Accumulation of 3 days or more of Out-of School Suspension (OSS) during high school career will result in A+ Probation. A single incident resulting in 10 days or more of Out of School Suspension (OSS) will result in automatic removal from the program.**
- **A student who violates the citizenship policy may be placed on Citizenship Probation for 180 days or until graduation. A Letter of Probation will be sent to the student's home as notification that the student has been placed on Citizenship Probation. Any violation of the A+ Citizenship Guidelines while the student is on probation will automatically terminate the student from the A+ Schools Program.**

**I agree to accept and follow the citizenship guidelines of the A+ Schools Program. I understand I may be dismissed from the program for failure to comply with the guidelines of the program. In doing so, I would no longer be eligible for benefits through the A+ Schools Program.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**My son/daughter has discussed with me the Citizenship Guidelines of the A+ Schools Program. I understand that my son/daughter is responsible for his/her behavior in compliance with this program.**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The conduct of the student listed above has been satisfactory and in accordance with the standards of good discipline. He/she is considered a credible citizen and therefore eligible to participate in the tutoring component of the A+ Schools Program.

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Tutoring Credit: Clubs & Organizations

A+ Students must perform 50 hours of tutoring prior to graduation to be eligible for A+ benefits. If you sponsor a club or organization that provides community service in the form of tutoring, students may also count these hours as A+ tutoring hours.

To meet the A+ requirements, tutoring must be:

- unpaid.
- academic in nature.
- conducted on school district premises.
- supervised and verified by a teacher, principal, or counselor.
- scheduled to take place outside the regular high school day unless pre-approved by the principal.
- scheduled on the basis of first semester, second semester, summer school, special events, and/or other approved opportunities.

Each student must submit an A+ timesheet or similar form from your club or organization that lists the student's name, dates, hours, and nature of tutoring. After this information is filled in, the form will also need to be signed by the supervising teacher, principal or counselor.

To verify that your club/organization's activity is accepted as A+ tutoring, please provide the following information:

Club/Organization: \_\_\_\_\_

Sponsor(s): \_\_\_\_\_

Timeframe of Activity: \_\_\_\_\_

Type of Tutoring (Please describe the proposed tutoring project.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This activity meets the A+ tutoring criteria listed above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Sponsor)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

***(Students will not receive credit for tutoring for your club/organization until this form is returned to the High School Office.)***