



CLAYTON  
HIGH SCHOOL

# A+ Schools Program

Student Handbook

# PURPOSE OF THIS MANUAL

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. The School District of Clayton is now a participant in the A+ program, and this manual serves as a guide for the program.

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

The School District of Clayton is responsible for maintaining its involvement in the A+ program. Upon graduation, the A+ Coordinator 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 A+ Schools Coordinator will notify the student(s) and parents if the student is not eligible for the A+ Schools status.

This manual is designed to present the guidelines and policies of the A+ School Program in a clear and consistent manner. Any questions about this manual or the A+ Schools Program should be directed to the A+ Schools Coordinator. The A+ Coordinator for the School District of Clayton is Dr. Kashina Bell, Assistant Superintendent of Student Services. Her office can be reached at 314-854-6023.

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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 primary goal of the A+ Schools program is to ensure that all students are well prepared to pursue advanced education and employment along with being college and career ready upon graduation from high school.

## 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 that will be made available after the student has made a good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment.

Students 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. Students must complete the two years of FULL-TIME enrollment at the institution within 48 months after graduation from Clayton 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, Clayton 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 A+ Schools Coordinator has the responsibility to certify that a graduate of Clayton High School has met the criteria. To be certified as an A+ Schools student, a student must:

- Be enrolled in the A+ Program by September 30<sup>th</sup> of their Senior year
- Sign an A+ Student Agreement (copy included in appendix of this booklet)
- Attend an A+ High School for three consecutive years immediately prior to graduation. Students must be enrolled in an A+ high school by September 30 of their sophomore year. Students must be enrolled in an A+ school at least 6 months of a school year to be considered an A+ qualifying year.
- Graduate from Clayton High School with a cumulative grade point average of 2.5 or above on a 4.0 grading scale (non-weighted)
- Graduate from Clayton High School with a cumulative attendance record of 95% or better
- All students must pass the Algebra I End of Course exam (EOC), or a higher math EOC, with a score of advanced or proficient. Students may also meet this requirement by achieving a qualifying score on the ACT or COMPASS test.
- Perform 50 hours of unpaid mentoring with students
- Maintain a record of good citizenship and avoid the unlawful use of alcohol and drugs

## ENROLLMENT REQUIREMENTS

Enrollment guidelines for A+ Schools program are:

- Must graduate from an A+ high school
- The student must have attended an A+ designated high school for three consecutive years immediately prior to graduation. Students must be enrolled in an A+ high school by September 30 of their sophomore year.
- If a student transfers to Clayton High School from another district after September 30 of their sophomore year, the student will not be considered eligible for the A+ Schools program unless the previous school was an A+ designated school.

## 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 on a 4.0 scale (on a non-weighted scale). 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 parent 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 online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Parents are encouraged to apply as early as possible but not before January 1st of the year of the student's graduation. Parents will be required to apply for federal financial assistance again 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 unless extenuating circumstances exist (see guidelines on page 6). The following guidelines for attendance are in effect for all students participating in the A+ Schools Program:

- Cumulative attendance records will be kept from the beginning of the freshman year until graduation
- Cumulative attendance information will be gathered from the official computerized information system used by the district
- For students who attend Tech School for part of the school day, attendance information will be obtained from the Tech School and sent to the A+ Coordinator who will add this information to the Clayton records
- Every semester A+ students and their parents or guardians will be provided information of the student's status with regard to the A+ requirements. This information includes attendance, discipline, assessment, and grade point average data.
- If the student needs to appeal an absence, the appeal must be completed and submitted NO LATER THAN the end of the semester in which the absence occurred
- Rounding up of percentages is not allowed
- **Funerals, college visits, and normal illnesses are not excusable absences for the A+ program**
- No appeals will be allowed after a student has graduated

## ATTENDANCE WAIVER GUIDELINES

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

\* It is the student's responsibility to report hospitalization and other extenuating circumstances to the A+ office.

## ATTENDANCE REVIEW PROCESS

An A+ Attendance Review Committee will meet one time each semester to review appeals. The A+ Attendance Review Committee will include:

- Assistant Principal
- Teacher
- School Counselor
- School Nurse
- CHS Activities Coordinator
- A+ Coordinator acting as facilitator and non-voting member

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



# ALGEBRA I END OF COURSE EXAM REQUIREMENT

All students seeking eligibility in the A+ Schools Program must score advanced or proficient on the Algebra I End of Course Exam or a higher math class EOC exam.

- All students must take and pass the Algebra I EOC exam, or a higher math class EOC exam, with a score of proficient or advanced.
- If a student transfers to Clayton High School after having taken the Algebra I EOC exam, the student's score will be obtained from the transferring school.
- Students with an IEP are required to take the Algebra I EOC and must meet the established performance requirement in order to be eligible for A+ tuition reimbursement.
- Students may retake the Algebra I EOC exam up to 3 times. The test will be available as a "retake" during the administration of the December End of Course Exams. There is no cost to retake the exam. Students must inform the A+ Coordinator by November 1 of their intent to retake the exam.
- A+ status sheets will include the student's score on the EOC.
- A qualifying score on the ACT or COMPASS will satisfy this requirement. Scores are as follows:
  - ACT- Math Subsection - 17
  - COMPASS - Pre-Algebra - 43
  - COMPASS - Algebra - 1

For additional information concerning this requirement, visit the Missouri Department of Higher Education website: <http://dhe.mo.gov>

# MENTORING/TUTORING REQUIREMENT

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

- Students must have a 2.0 cumulative GPA to begin mentoring or tutoring.
- Students must be a sophomore to begin mentoring or tutoring.
- An official time sheet must be kept by the student and turned in to the A+ Coordinator and CHS Activities Director who will record the hours.
- An official time sheet must be signed by the supervisor sponsoring the mentoring or tutoring. (Sample included in appendix of this handbook.)
- Mentoring or tutoring may be done during the school year or during the summer.
- All mentoring or tutoring arrangements must be pre-approved by the A+ Coordinator.
- The A+ Coordinator or the sponsoring school may terminate the mentoring or tutoring experience.
- The A+ Student is responsible for being present at the agreed upon day and time for the mentoring or tutoring.
- No mentoring or tutoring hours will be accepted after May 1st of a student's graduating year.
- All A+ students must attend a required A+ meeting at the beginning of each school year.
- 12.5 hours of job shadowing may count toward the 50 hours of mentoring or tutoring. Any job shadowing opportunities must first be approved by the A+ Coordinator.

# CITIZENSHIP

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:

- 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 upon the following:
  - Discipline record of the student as determined by the student's assistant principal
  - Discipline record of the student as determined by the safe schools designee
  - Compliance with discipline guidelines outlined in Clayton 101 and discipline policies of the District
- **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 on page 11 of this handbook.**

# CITIZENSHIP AND DISCIPLINE

One of the requirements of the A+ program is to exhibit positive citizenship in the school setting. Therefore, any form of disciplinary problems may lead to removal from the A+ program. A committee consisting of the Clayton High School administrators and the Assistant Superintendent of Student Services will regularly review the discipline records of all A+ participants. Any pattern of disciplinary concerns will result in a student being placed on probationary status in the A+ program. If discipline issues continue, the student may be removed from the A+ program entirely. Any incident involving the possession or use of alcohol, drugs or weapons will result in automatic removal from the A+ program. Students will be given the opportunity to appeal any decision to the Assistant Superintendent of Student Services. The discipline guidelines for the School District of Clayton are listed below.

**Level I Misconduct** - Level I misconduct is classified as minor and irresponsible misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. Misbehaviors at this level can usually be handled by the teacher or the staff member who observed the misbehavior. Sometimes these misbehaviors shall require the intervention of other school support personnel.

**Level II Misconduct** - Level II misbehavior is classified as misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school including acts directed against persons or property and acts which indicate defiance. These behaviors may result from the continuation of Level I misbehaviors. Also included in this level are misbehaviors which may not represent a direct threat to the health and safety of others but which require corrective action because of serious educational consequences. Misbehaviors at this level are usually handled by the intervention of administrative personnel.

**Level III Misconduct** - Level III misconduct is classified as acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school. These acts are serious violations of the District's discipline policy and many are unlawful. With the exception of continuation of Level II misbehaviors, all shall always require administrative actions which shall result in the immediate removal of the student from school and notification of law enforcement authorities. Repeated Level II misbehavior may result in removal of the student from school and notification of law enforcement authorities. Action by the Board of Education shall be required in, but not limited to, the following instances: 1) on those disciplinary actions that result in a greater than 180-day suspension or expulsion from school; 2) those misconducts which take place off of school property, yet have resulted in a student being charged or convicted of a felony as an adult and for which the District would like to suspend the student; and 3) to hear appeals of long-term suspensions.

# CITIZENSHIP APPEALS PROCESS

If the student is removed from the A+ Program, the student has the right to appeal. This appeal must be filed with the A+ School Coordinator 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 Committee will meet within 30 days after the appeal deadline to determine if an appeal will be granted.

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

- Assistant Principal
- High School Counselor
- CHS Activities Director
- A+ Coordinator to serve as a facilitator and non-voting member

After the A+ Citizenship committee reaches a decision, the A+ Coordinator will notify the student and parents by letter.

If the student wishes to appeal the decision of the Citizen Review Committee, the citizenship appeals form must be submitted to the A+ Coordinator 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 A+ Coordinator. (Sample included in the appendix of this 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.

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 (Missouri Circuit Court or Federal Court) for the commission of a felony violation of state or federal law.

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

# SAMPLE FORMS

- A+ Schools Agreement Form
- Mentoring/Tutoring Hours Contract
- Mentoring/Tutoring Verification Timesheet
- A+ Attendance Appeal Form
- A+ Citizenship Appeal Form

## APPROVED VOCATIONAL TECHNICAL SCHOOLS

Arcadia Valley AVTS  
Ironton, MO

Boonslick AVTS  
Boonville MO

Brookfield Area Career Center  
Brookfield, MO

Cape Girardeau AVTS  
Cape Girardeau, MO

Career and Technology Center  
at Fort Osage  
Independence, MO

Carrollton AVTS  
Carrollton, MO

Carthage Technical Center  
Carthage, MO

Cass Career Center  
Harrisonville, MO

Clinton AVTS  
Clinton, MO

Columbia Career Center  
Columbia, MO

Crowder AVTS  
Neosho, MO

Current River AVTS  
Doniphan, MO

Dallas County AVTS  
Louisburg, MO

Excelsior Springs Area Career Center  
Excelsior Springs, MO

Four Rivers AVTS  
Washington, MO

Franklin Technology Center  
Joplin, MO

Gibson Technical Center  
Reeds Springs MO

Graff Career Center  
Springfield, MO

Grand River Technical Center  
Chillicothe, MO

Hannibal AVTS  
Hannibal, MO

Herndon Career Center  
Raytown, MO

Jefferson AVS  
Hillsboro, MO

Kennett AVTS  
Kennett, MO

Kirksville Area Technical Center  
Kirksville, MO

Lake AVTS  
Camdenton, MO

Lamar AVTS  
Lamar, MO

Lebanon Technology  
and Career Center  
Lebanon, MO

Lewis & Clark Career Center  
St. Charles, MO

Lex La-Ray ATC  
Lexington, MO

Linn State Technical College  
Linn, MO

Macon AVTS  
Macon, MO

Mexico AVTS  
Mexico, MO

Moberly AVTS  
Moberly, MO

N. S. Hillyard Technical School  
St. Joseph, MO

Nevada Regional Technical Center  
Nevada, MO

New Madrid Vo-Tech Center  
New Madrid

Nichols Career Center  
Jefferson City, MO

North Central AVTS  
Bethany, MO

Northland Career Center  
Platte City, MO

Northwest Technical School  
Maryville, MO

Ozark Mountain Technical Center  
Mountain Grove, MO

Pemiscot County Vocational Technical  
School  
Hayti, MO

Perryville Area Career &  
Technology Center  
Perryville, MO

Pike Lincoln Technical Center  
Eolia, MO

Poplar Bluff Technical Career Center  
Poplar Bluff, MO

Rolla Technical Institute  
Rolla, MO

Saline County Career Center  
Marshall, MO

Sikeston Career & Technology Center  
Sikeston, MO

South Central AVTS  
West Plains, MO

Southwest Area Career Center at  
Monett  
Monett, MO

State Fair AVTS  
Sedalia, MO

Tri-County Technical School  
Eldon, MO

UniTec Career Center  
Bonne Terre, MO

Warrensburg AVTS  
Warrensburg, MO

Waynesville Technical Academy  
Waynesville, MO

AVTS – Area Vocational Technical School AVS – Area Vocational School ATC – Area Technical Center
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# MISSOURI PUBLIC COMMUNITY COLLEGES

Crowder College  
601 Laclede Avenue  
Neosho, MO 64850  
(417) 451-3223

East Central College  
Hwy 50 and Prairie Dell Road  
Union, MO 63084  
(314) 583-5193

Jefferson College  
1000 Viking Drive  
Hillsboro, MO 63050  
(314) 797-3000

Metropolitan Community Colleges  
Longview Community College  
500 S. W. Longview Road  
Lee's Summit, MO 64081  
(816) 672-2000

MapleWoods Community College  
2601 N. E. Barry Road  
Kansas City, MO 64156  
(816) 437-305

Penn Valley Community College  
3201 S. W. Trafficway  
Kansas City, MO 64111  
(816) 759-4000

Mineral Area College  
P. O. Box 1000  
Park Hills, MO 63601  
(573) 431-4593

Moberly Area Community College  
101 College Avenue  
Moberly, MO 65170  
(660) 263-4110

North Central Missouri College  
1301 Main Street  
Trenton, MO 64683  
(660) 359-3948

Ozark Technical Community College  
1417 North Jefferson  
Springfield, MO 65802  
(417) 895-7111

St. Charles Co Community College  
4601 Mid Rivers Mall Drive  
St. Peters, MO 63376  
(314) 922-8380

St. Louis Community Colleges  
SLCC at Florissant Valley Park  
3400 Pershall Road  
St. Louis, MO 63135  
(314) 513-4245

SLCC at Forest Park  
5600 Oakland Avenue  
St. Louis, MO 63110  
(314) 644-9100

SLCC at Meramec  
11333 Big Bend Blvd.  
St. Louis, MO 63122  
(314) 984-7606

State Fair Community College  
3201 West 16th Street  
Sedalia, MO 65301  
(660) 530-5800

Three Rivers Community College  
2080 Three Rivers Blvd.  
Poplar Bluff, MO 63901  
(573) 840-9600