

A+ Program



Cheerleading Clinic



Football Ambassadors



Hi-Step



Holiday Shopping & Budgets



Job Shadowing



Parents as Teachers

Pleasant Hill High School

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Purpose of this Manual

The A+ Program was established in 1993 as part of the Outstanding Schools ACT (OSA) by the Missouri State Legislature to enhance education opportunities for high school students.

Schools who apply have three years to align curriculum and set standards for A+ before being designated an A+ School. Once designated as an A+ School, Pleasant Hill High School graduates who meet specific A+ criteria will be eligible to receive reimbursement for tuition, and general fees to attend any public community college, vocational or technical school in the State of Missouri for two years.

The purpose of this manual is to provide students, parents, faculty and staff with guidelines and policies of the A+ Program. It is the responsibility of the Pleasant Hill School District to follow these policies to ensure A+ Schools designation is maintained. Accurate certification of students is crucial to the integrity of the program and A+ Schools designation.

It is the responsibility of the students and parents to read this manual carefully to understand the guidelines and regulations that are a part of the A+ Program.

Tutoring Opportunities

1-on-1 Tutoring
Ambassadors
Cadet Teaching
Hi-Step
Elementary School: Third Grade Star
High School: Wednesday Study Group
Intermediate School: Math Study Group
Middle School: Science, Social Studies and Language Arts Study Groups
PTO
Parents as Teachers activities
Summer School

Please stop by the A+ Office for more details.

Eligibility

To be eligible for the financial incentives of the A+ Programs (Free tuition, most books, and general fees) a student must be certified as an A+ student by the Pleasant Hill High School. To qualify for certification, the student must meet the following criteria:

The student and his/her parent(s) must sign an A+ Student Letter of Intent.

- Attend a designated A+ high school for three years immediately prior to graduation.
- Graduate with a 95% attendance average over a four-year period.
- Graduate with at least a cumulative 2.5 grade point average on a 4.0 scale.
- Beginning with the class of 2015 students must score proficient or advanced on the Algebra I End of Course Exam. (This requirement may be waived after completing one semester of post secondary education with a 2.5 GPA or better).
- Perform fifty (50) hours of approved, unpaid tutoring or mentoring. (with prior approval from the A+ Office).
- Maintain a record of good citizenship, including avoidance of the unlawful use of alcohol and drugs, as defined by Pleasant Hill R-III School District Policies.
- Make a good faith effort to secure all available federal post-secondary student financial assistance funds (PELL / SEOG) that do not require payment by applying for the FAFSA (Missouri deadline of April 1) . (Parental income is not a criteria for A+ student incentive reimbursement.)
- Male students must register under the United States Military Selective Service Act and show proof of such registration.

Student Enrollment in A+

Students are encouraged to enroll in the program early in their freshman year, in order to track requirements, but not later than the first quarter of the senior year.

A+ Letter of Intent must be completed with all appropriate signatures and returned to the A+ Office.

Everyone requesting A+ enrollment after the beginning of their sophomore year must meet all criteria dating back to beginning of their freshmen year.

Student may not request A+ financial incentives after the first quarter of their senior year.

Eligible students must be enrolled in Pleasant Hill High School no later than three weeks after beginning of the school year of the students' sophomore year.

Student Incentive

Qualified A+ graduates will be eligible to receive the following:

- Tuition and general fees to attend any public community college, vocational or technical school in the State of Missouri for two years.
- The financial incentives will be available only after the student has made a documented effort to secure any available post secondary student financial assistance funds that do not require repayment.
- The tuition incentives will only be made available to reimburse the unpaid balance of the cost of tuition and general fees after available federal financial aid funds have been applied to those costs.
- Students will be eligible to receive financial incentives for two years if they are enrolled as a full time student (12 hours or more) and maintain a 2.5 GPA in the post secondary setting.
- Private scholarships will not affect eligibility for the A+ Program, nor will they reduce the States' responsibility to a college or technical school.
- Students must complete the two years of full time enrollment at a community college or public vocational / technical school within four years of graduating from Pleasant Hill High School.
- Financial need is not a factor in determining eligibility for the A+ Program.

Local community colleges / technical schools that may accept A+ students:

- Longview Community College
- Penn Valley Community College
- Maple Woods Community College
- Blue River Community College
- State Fair Community College
- J. Herndon Career Center
- Cass Career Center

Grade Point Requirement

The A+ student must graduate from high school with a minimum grade point average of 2.5 on a 4.0 scale. The cumulative non weighted GPA is applicable to all four years of a students' enrollment in high school. The official transcript will document and certify that the GPA requirement has been met.

Notification of A+ Status

The A+ Coordinator will review all records of A+ Students, and names of eligible students will be submitted to the principal and Guidance Office for official certification upon graduation. Students and parents will be notified and the students' transcript will reflect A+ status.

Monitoring of A+ Program Status

At the end of each semester, students who are participating in the A+ Program will receive a letter reporting their progress in each of the required areas. Any questions or concerns about the information reported should be directed to the A+ Coordinator.

Good Faith Effort

The student is required to make a good faith effort to secure all available federal post secondary student financial aid funds that do not require repayment.

- Parents must complete the file for Free Application for Federal Student Aid (FAFSA) prior to graduation. The FAFSA summary report must be sent to the community college or public vocational / technical school that the student is planning to attend. A copy of the Student Aid Report (SAR) must be on file in the A+ Office.
- Enroll online at www.fafsa.ed.gov. The deadline to apply for the FAFSA in Missouri is April 1.
- Financial incentives will only be awarded to reimburse the unpaid balance of the costs of tuition and general fees after available federal post secondary student financial assistance funds have been applied to costs.

Career Pathways

Each student is required to declare a Career Pathway. Career Pathways are designed to give a student direction to take courses that will be relevant to his / her chosen field of study after high school. A Career Pathway may be changed at any time. Students may choose from the following career pathways:

- Arts and Communication
- Business and Technology
- Human Resources
- Health Services
- Industrial and Engineering Technology
- Natural Resources

More information about Career Pathways is available from the A+ Office and the Counseling Office.

Attendance Requirements

To be eligible for the A+ financial incentive, a student must have a 95% (approximately no more than 8 days absent per year) cumulative attendance record beginning with their freshmen year.

Students are expected to attend school regularly and to be on time for classes. The student will acquire the habits of punctuality, self-discipline, and responsibility. A student who does not meet the 95% attendance requirement will not be eligible for the A+ financial incentive.

The following attendance guidelines are required of all students participating in the A+ Program:

- Students must attend Pleasant Hill High School for three consecutive years prior to graduation. Early graduation is discouraged.
- A cumulative attendance record will be kept from the beginning of the A+ students' freshmen year until graduation.
- The official record of attendance is kept by the High School attendance office. Students attending Cass Career Center have their attendance reported to the high school.
- Cumulative attendance information is available at any time in the A+ Office.

Attendance Review Process

After receiving attendance information, the parent / guardian will have 15 calendar days to file an appeal with the A+ Coordinator. If an appeal is not filed within 15 calendar days of notification, a waiver for days missed will not be considered.

Anyone making an appeal should use the "A+ Attendance Appeal Form" available in the A+ Office. A sample is included in this handbook.

The A+ Coordinator will convene the Attendance Review Committee within 10 days of receiving notice of an appeal.

An Attendance Review Committee will be composed of a counselor, a principal and a teacher. The committee will rotate members regularly.

The A+ Coordinator will act as a facilitator and a nonvoting member of the review committee. After the Attendance Review Committee reaches a decision, the A+ Coordinator will notify the parents by letter within 5 calendar days. The decisions of the review committee will be considered final.

Attendance Waiver Guidelines

Anyone submitting a request for an A+ attendance waiver for days missed shall provide the A+ Coordinator with the following official documentation.

Reason for Missing	Documentation
<ul style="list-style-type: none"> • Doctor or Dentist 	<ul style="list-style-type: none"> • Excuse presented to the principal within 5 days of actual absence
<ul style="list-style-type: none"> • Chronic health problems 	<ul style="list-style-type: none"> • Letter from doctor and school nurse
<ul style="list-style-type: none"> • Hospitalization 	<ul style="list-style-type: none"> • Letter signed by doctor
<ul style="list-style-type: none"> • Court dates 	<ul style="list-style-type: none"> • Court Letter
<ul style="list-style-type: none"> • Funeral 	<ul style="list-style-type: none"> • Funeral pamphlet or program
<ul style="list-style-type: none"> • Religious holiday 	<ul style="list-style-type: none"> • Ministers' Letter
<ul style="list-style-type: none"> • 504 	<ul style="list-style-type: none"> • Documentation from counseling / special services
<ul style="list-style-type: none"> • Personal / Family calamity (fire, flood, etc) 	<ul style="list-style-type: none"> • Principals' letter
<ul style="list-style-type: none"> • Catastrophic illness (long term) 	<ul style="list-style-type: none"> • Principal / Doctor letter
<ul style="list-style-type: none"> • Intermittent home bound 	<ul style="list-style-type: none"> • Principal / Doctor letter

No student will receive a waiver if absences are due to any of the following:

- Personal / family vacation
- Suspension from school for any reason
- Truancy
- Skipping classes
- Transportation problems (unless on a late school bus)

Attendance requirements for A+ are not to be confused with general attendance requirements as stated in the Pleasant Hill Student Handbook. Above documentation may still require the appeals process.

Grade Point Requirement

The A+ student must graduate from high school with a minimum grade point average of 2.5 on a 4.0 scale. The cumulative non-weighted GPA is applicable to all four years of a students' enrollment in high school. The official transcript will document and certify that the GPA requirement has been met.

Tutoring / Mentoring

In order to qualify for the A+ financial incentive, students are required to perform at least 50 hours of unpaid school-based tutoring / mentoring of younger students. The tutoring / mentoring activities must:

- Involve A+ students with students in lower grades in the district;
- Provide, as an ultimate goal, encouragement to students in lower grades to get motivated, stay in school and strive for good grades;
- Be school-based or under the auspices of the school;
- Students seeking A+ financial incentive must meet the following qualifications prior to beginning a tutoring / mentoring experience:
 1. Have a 2.5 GPA, 95% attendance, good citizenship status and a signed A+ Statement of Intent.
 2. Complete an application process.
 3. Commit to 50 hours of tutoring / mentoring.
 4. Sign a tutoring agreement and have a tutoring permission form on file in the A+ Office and;
 5. Provide own transportation and waive school district liability.

Policies of the Tutoring / Mentoring Program

- Tutoring / Mentoring must be school sponsored.
- Students who leave early must be a permission slip on file to leave and are responsible for signing out at the high school and signing in at the receiving school.
- Students may obtain a Tutoring Log Sheet in the A+ Office. These sheets must be completed and turned in to the A+ Office to receive credit for tutoring.

Log sheets must be turned in to the A+ Office before the end of the semester during which tutoring occurred to be included in the semester report to parents. It is the students' responsibility to maintain his / her log record and turn it in to the A+ Office in a timely manner.

- Tutoring / mentoring may be done during the school year or during summer school.
- All tutoring / mentoring must be done on school premises.
- Scheduled times for tutoring / mentoring are important, and absences should occur only in cases of emergency. Notification of absence must be made to the appropriate supervisors in a timely manner.
- Failure to follow the Tutoring / Mentoring guidelines may result in disciplinary action, and / or dismissal from the A+ Program.
- Forgery of a supervising teacher's signature or falsely reporting tutoring will result in a disciplinary action and / or dismissal from the A+ Program.

No financial compensation may be accepted for tutoring / mentoring activities.

Job Shadowing

In September 2011, the state modified its requirement for tutoring in the A+ program.

The new requirement now states: **Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing.** With this new requirement, a student can earn 12.5 hours of the required 50 hours by job shadowing.

Details:

Students are responsible for contacting a business or employer about Job Shadowing. The A+ Office will not find Job Shadowing opportunities for the students.

1. **Prior to Job Shadowing**, fill out Job Shadowing paperwork and permission forms from the A+ Office.
2. **Post Job Shadowing Paperwork** must be returned to the A+ Office **within 1 week** after the Job Shadowing opportunity. If Job Shadowing is completed during the summer, paperwork needs to be turned in the first week of school.
3. Students can Job Shadow on vacation days from school, during the summer, evenings, or on weekends. Avoid missing a school day to Job Shadow. Excused absences will not be granted by the Attendance Office for Job Shadowing.
4. Students may Job Shadow more than one day and more than one business in order to reach the 12.5 Job shadowing hours.
5. If earning hours by Job Shadowing, the hours must be earned **BEFORE the 3rd quarter of senior year.**
6. Students cannot Job Shadow a family member.
7. Students cannot Job Shadow where they work.
8. Students cannot Job Shadow a PHHS teacher or any other district teacher because we do not want you to miss school for Job Shadowing. If you are interested in Job Shadowing a teacher, look outside our district and Job Shadow on a day they have school and we don't.
9. Dress appropriately. You are representing our school and this could be a potential employment opportunity, or you may want to use this person as a reference.
10. **NO CELL PHONES** during Job Shadowing.

Citizenship Requirement

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

Certification of good citizenship will be based on the official discipline record maintained in the high school office. The Assistant Principal will assign consequences for infractions of the discipline code and those administrators are responsible for certifying the accuracy of the students' discipline record.

Good Citizen Policy

Expectations: Pleasant Hill A+ participants are expected to be good citizens at school and in the community.

1. At Pleasant Hill High School a good citizen:

- Maximizes his / her educational opportunity.
- Recognizes and accepts responsibility in and beyond the school environment.
- Sets a positive example for all to follow at school and in the community.

2. Pleasant Hill Good Citizen Guidelines:

A. All participants begin each school year with good citizen status, or zero (0) points.

B. A student who accumulates twenty-one (21) points during any one school year will result in the revocation of the participants' good citizen status and his/her permanent removal from the program. Points will be assigned in the following manner.

- 2 hour detention – 1 pt.
- 4 hour detention – 2 pts.
- OSS – 4 pts. per day assigned
- ISS – 3 pts. per day assigned

3. Any conviction off school property, (possession, manufacture, transportation, use, sale or distribution) of illegal drugs or alcohol will result in the immediate revocation of good citizen status and permanent removal of the participant from the A+ Program.

4. Any infraction of the Safe School Act, as covered in this handbook, and in the student handbook will result in permanent removal from the program.

5. Students may, for good cause, appeal their dismissal as outlined in the A+ Handbook.

Probation while a part of the A+ Program

Disciplinary probation within the A+ Program is used with the understanding that even the best student makes mistakes. Probation is designed to recognize this characteristic in young people. However, receiving the A+ financial incentive is an honor and should be treated as such. Students who are designated A+ students should demonstrate distinctive qualities and be role models for other students. Their character and ethics should meet high standards.

A student will be placed on probation for the rest of the semester upon receiving:

1. More than 2 detentions in a semester.
2. Any referral of Out-of-School suspension.

If no further misdeeds occur, the student will be returned to full A+ status at the end of the semester. Any student who is placed on probation two times in one semester will be automatically removed from the program. A student who receives two semesters of probation during their high school career will have their disciplinary record reviewed by the Citizenship Review Committee for continued probation or possible dismissal from the program.

Removal from the A+ Program

A student may be removed from the A+ Program when:

- Within the semester while on probation, the student commits another offense that would result in another probationary action.
- After two semesters of probation, a review by the Citizenship Review Committee shows that earlier disciplinary consequences did not positively affect students' behavior.
- Any student who commits a serious offense involving drugs or alcohol or which falls under the Safe Schools Act will be immediately dismissed from the program.
 1. Possession, use, sale or transfer of alcohol, drugs or narcotics.
 2. Possession of drug paraphernalia.
 3. Criminal activity as defined by the Safe Schools Act.
 4. Possession of a weapon (under provisions of Chapter 571 MO. Revised Statutes)
 5. Assault on a student
 6. Physical threat to staff member
 7. Vandalism / theft
 8. False fire alarm / bomb threats and misuse of emergency equipment
 9. Serious sexual misbehavior / exposure
 10. Possession of dangerous items
 11. Dangerous behavior

Unlawful use of Drugs / Alcohol

An A+ student will not sell, possess or use alcohol, controlled substances or drug paraphernalia as defined by law and stated in the Pleasant Hill Student Handbook. The use of prescription medicine is allowed under Board Policy. Students and parents are responsible for understanding and following those guidelines.

A+ Citizenship Probation Appeal Process

Student and parents / guardians may appeal a disciplinary decision using the following process:

Students and parents / guardians will have 15 calendar days to appeal a decision that is made dealing with discipline or probation.

Anyone making an appeal should use the A+ Appeal of Citizenship form available from the A+ Coordinator.

Within ten (10) days of receiving a written appeal, the A+ Coordinator will convene the A+ Citizenship Review Committee. The Committee will be composed of a guidance counselor, a principal, 2 volunteer teachers and one advisor committee member.

The parent / guardian and student should appear in person before the committee.

The A+ Coordinator will act as facilitator and a non-voting member of the Citizenship Review Committee. After the committee reaches a decision, the A+ Coordinator will notify the parents / guardians by letter within 5 days. The decisions of the Review Committee will be considered final.

Pleasant Hill High School A+ Citizenship/Probation Appeal Form

Student Name: _____ Date: _____

Parent Name: _____ Phone No. _____

Address: _____

City: _____ State: _____ Zip : _____

This request is to appeal A+ Citizenship / Probation
of my son/daughter for the following: (Please check)

Semester: 1st semester _____ 2nd semester _____ School year _____

Appeal will be: In person _____ In writing _____

In the space below, please indicate the basis of your appeal concerning the citizenship and/or probation and the reason for the request to be reviewed. If additional space is needed, please attach another sheet of paper.

Parent Signature

Student Signature

This form must be forwarded to the A+ Office within 15 days of the date of the absence notification. Parents will be notified of a hearing date scheduled within 10 days of the appeal notice.

