



Bayless High School
A+ Student
Handbook

2017-2018

Introduction

The purpose of this handbook is to provide students, parents/guardians, and faculty with the current policies and procedures regarding the A+ Schools Program. This handbook will be updated as needed to reflect current revisions made by Bayless High School, the Missouri Department of Elementary and Secondary Education and the Missouri Department of Higher Education. Please make sure to refer to the most current copy as indicated on the cover.

It is the responsibility of the student and parents to read, understand, and comply with the program requirements.

In the spring of 2009 Bayless High School became a designated A+ High School by the Department of Elementary and Secondary Education. The Bayless School District will work to continue our designation as an A+ School in the future. A+ eligible students graduating from a designated high school may qualify for the student financial incentives as outlined by the State of Missouri. *

**All reimbursements are dependent upon Bayless High School's designation as an A+ School and the availability of state appropriations from the Missouri General Assembly. Reimbursement is not the funding responsibility of the Bayless School District.*

Goals of the A+ Schools Program

- All students will graduate from high school.
- All students will complete a selection of high school studies that is challenging and has identified learning expectations.
- All students will proceed from high school graduation to college, post-secondary career/technical school, or a high-wage job with workplace skill development opportunities.

Application to the A+ Program and Monitoring of Progress

All entering freshmen and eligible transfer students enter the program by signing the A+ Agreement and the A+ Citizenship forms upon registration for Bayless High School. Transfer students are eligible if they have attended an A+ Designated school for 3 years. The A+ Coordinator will regularly verify student progress toward earning A+ status by mailing home status reports with report cards. Any questions or concerns about the information should be reported to the A+ Coordinator. Parents and students should always monitor attendance, GPA and citizenship to maintain A+ status.

Student Eligibility

The financial incentives of the A+ Schools Program will be available only after the student has been certified by the A+ Schools Coordinator as an eligible A+ Student following graduation.

Students must meet the following requirements to be eligible for financial incentives:

- Be a U.S. citizen, permanent resident, or otherwise lawfully present in the U.S.
- Enter into a written agreement with the A+ designated high school prior to high school graduation.
- Attend a designated A+ high school for 3 consecutive years immediately prior to graduation.
- Graduate from an A+ designated high school with a cumulative grade point average of 2.5 or higher on an unweighted, unrounded 4.0 scale.
- Have at least a ninety-five (95) percent attendance record for grades nine through twelve (9-12).
- Graduate with fifty (50) documented hours of unpaid tutoring of other Bayless students in approved settings.
- Maintain a record of good citizenship and avoid the unlawful use of drugs or alcohol.
- Have achieved one of the following math scores - **Class of 2017 Only***

Exam	Minimum Score	High School GPA
Algebra I or Algebra II EOC	Proficient	2.5 or greater
ACT Math Sub-score	17	2.5 or greater
ACT Math Sub-score	16	2.8 or greater
ACT Math Sub-score	15	3.0 or greater

- Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment. The Free Application for Federal Student Aid Application (FAFSA) must be submitted and proof of submission must be given to the A+ Coordinator by May 1 of the student's senior year.
- Apply for Selective Service, if applicable.
- Seniors must apply to the A+ Program no later than the second Wednesday of September and must be accepted into the program no later than the last school day in September.
- All required documentation must be submitted to the A+ Coordinator by May 1 of the student's senior year.

Career Pathways

Career paths are clusters of occupations that require different levels of education and training. People working in a career path share interests, abilities, and talents. The A+ Program encourages all students to select a career path and plan their courses to progress toward a goal that continues beyond high school. The students may progress toward additional training at a post-secondary level or a high-wage job. Students are encouraged to revisit their personal plan of study and update them as needed.

Agriculture, Food and Natural Resources
Architecture and Construction
Art, A/V Technology and Communications
Business, Management and Administration
Education and Training
Finance
Government and Public Administration
Health Science
Hospitality and Tourism
Human Services
Information Technology
Law, Public Safety, Corrections and Security
Manufacturing
Marketing
Science, Technology, Engineering and Mathematics
Transportation, Distribution and Logistics

Attendance Requirement

A+ students are expected to attend school regularly. A+ participants must graduate with a minimum cumulative attendance rate of 95%. Attendance will NOT be rounded up: e.g. 94.9% will NOT equal 95% attendance.

- A cumulative attendance record will be kept from the beginning of the student's freshman year until graduation.
- Each semester the official attendance records will be reported to the student and the A+ Coordinator. It is the student's responsibility for monitoring his/her attendance throughout the school year.
- Students experiencing a catastrophic medical or personal situation may follow the A+ Attendance Appeal Policy. Appeals may provide relief in cases where the absence was beyond the control of the A+ participant. The

parents/guardians or students may file an Attendance Appeal if a student's attendance record is such that it may (or does) lead to disqualification from the A+ Schools Program and the attendance issue is listed as excused according to the Student Handbook. An Attendance Appeal must be filed with the A+ Coordinator.

- Vacations taken during the school year cannot be appealed.
- Students may appeal ONCE during their entire high school career. This appeal will occur during the second semester of senior year.
- The Attendance Appeal Form must have documentation accompanying it from a medical doctor or other professional and must be turned in by the deadline to be considered.
- An A+ Attendance Appeals Committee will meet to determine if an attendance waiver will be granted. The committee will be composed of teachers, a school counselor, principal or assistant principal and A+ Coordinator
- Parents and students making attendance appeals will be notified in writing of the committee's decision.

Tutoring Requirement

A+ students are required to perform 50 hours of unpaid tutoring. The following guidelines are in effect for A+ tutoring:

- Students and parents must sign an A+ Tutoring Agreement Form
- Tutoring must be done during the school year or during summer school
- Tutoring must be supervised by a Bayless employee at a Bayless school
- Tutoring must be approved by the A+ Coordinator
- Official time logs must be signed by a school official sponsoring the tutoring and turned in to the A+ Coordinator periodically
- Students are responsible for finding transportation home from any after school tutoring appointments
- 25% of the fifty hours may consist of job shadowing at an approved job location in the documented career path of the student. Appropriate documentation will be required. Approval by A+ Coordinator and Principal is required

The A+ Coordinator may terminate the tutoring experience if the tutor does not follow the A+ Tutor course syllabus. Please see the course syllabus in the appendix of this manual.

Citizenship & Avoidance of Substance Abuse Requirements

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+ Program:

- Student and parent signatures are required on the Citizenship Guidelines Form.
- An A+ Student will not sell, possess, or use any controlled substances as defined by law.
 - Any student who has committed an offense involving drugs, alcohol, weapons, or other violent acts will not be considered for the A+ Schools Program and/or will be removed from the program immediately.
- Discipline records will be reviewed each semester by the A+ Coordinator along with the Principal and Assistant Principals.
- The following are the rules for Type I and Type II violations according to the Bayless Student Handbook which result in detention or Thinkery:
 - Should the student commit violations that result in an accumulation of 10 PMD's during their high school career, the A+ student's discipline will be subject to a citizenship review which could result in probation or removal from A+ program.
 - Accumulates more than 4 Thinkery assignments during high school.
- The following are the rules for Type I and Type II violations according to the Bayless Student Handbook which result in suspension:
 - Students that commit a violation which results in out of school suspension will be immediately placed on probation for the remainder of his/her high school career and a Citizenship Review will occur.
 - Should one suspension exceed 10 days then the student will be removed from the program.

Disqualification

The student and parent will be notified in writing if disqualification occurs.

- Possession, use, sale or transfer of any controlled substances as defined by law.
- Commit an offense involving drugs, alcohol, weapons, or other violent acts as described in the Student Handbook
- One suspension exceeding 10 days
- Citizenship review resulting in a disqualification based on multiple infractions.

Citizenship Review

The student and parent will be notified in writing if a Citizenship Review occurs. Appeal, probation or removal from A+ could occur as a result.

- Accumulates more than 10 PMD's during high school
- Accumulates more than 4 Thinkery assignments during high school

Citizenship Appeals Process

The following process may be used by students/parents to appeal a disciplinary decision that may affect the student's A+ qualification:

- Students/parents will have 30 days from the date of notification of disqualification 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+ Schools Coordinator.
- The basis of the appeal and documentation must be submitted in writing through the office of the A+ Schools Coordinator.
- Upon receiving a written appeal, the A+ Schools Coordinator will convene the A+ Citizenship Appeals Committee composed of the following:
 - The A+ Student's Guidance Counselor
 - School Principal and Assistant Principals
 - The Advisory teacher of the student
 - Teachers who have taught the students
 - A+ Coordinator

The A+ Coordinator will facilitate the A+ Citizenship Review Committee. After the A+ Citizenship Review Committee reaches a decision, the parents will be notified in writing.

Bayless 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.

Student Financial Incentives

A+ qualified high school graduates may be eligible for financial assistance for their post-secondary education under the A+ Scholarship Program.

The A+ Schools Program's financial incentives for post-secondary education are determined by the Missouri General Assembly and are available for any public community college or public career/technical school in Missouri. These financial incentives may include costs related to tuition and general fees subject to state appropriations after federal sources of funding have been applied.

- The financial incentives of the A+ Schools Program will be available only after the student has been certified by the A+ Schools Coordinator as an eligible A+ Student following graduation.
- The financial incentives will only be made available to reimburse the unpaid balance of college expenses covered by the Missouri General Assembly after available federal post-secondary student financial assistance funds have been applied to these costs.
- Eligibility for A+ incentives expires on the earliest of:
 - forty-eight months from high school graduation
 - receipt of an Associate's degree
 - completion of 105% of the required hours for the student's program of study
- In order to maintain eligibility, students enrolled at a post-secondary institution must attend that institution full-time, maintain a grade point average of 2.5 or higher on a 4.0 scale, and make a documented effort to secure federal post-secondary student financial assistance each year.

- A student who is eligible for A+ incentive funds and graduates at the end of the first semester is eligible to receive A+ funds for the first semester following the student's high school graduation date.
- The financial incentives of the A+ Schools Program are dependent upon the availability of state funds which are approved yearly by the Missouri General Assembly.

Good Faith Effort to Secure Funding

A+ participants and their parents are required to complete and file the *Free Application for Federal Student Aid* (FAFSA) with the government in order to receive the financial incentive offered to the community college or career/technical school. The information reported on the FAFSA is required by post-secondary institutions to complete the enrollment process.

- Financial need is not a factor in determining student eligibility for the A+ tuition benefit. However, an A+ participant is required to complete a FAFSA to make sure he/she is not eligible for any financial aid not requiring repayment.
- Parents are encouraged to apply as soon as possible after January 1 of the student's senior year. (Income taxes must be completed first.)
- FAFSA may be completed online at <http://www.fafsa.ed.gov>
- A+ financial incentives will only be awarded to reimburse the unpaid balance of college expenses approved by the Missouri General Assembly after available federal funds that do not require repayment have been applied.
- Students and their parents will be required to apply for federal financial assistance each year the student attends college or technical school.

Final Certification

Following graduation and completion of all program requirements by the student, parent/guardian, and A+ Coordinator, Bayless High School will submit a list of names and social security numbers to the Department of Elementary and Secondary Education. This action will certify these students as "A+ eligible" and qualified to benefit from the financial incentives of the A+ Schools Program.

- A+ eligibility will be documented on final transcripts.
- Any students enrolling in an A+ post-secondary institution should check with the college financial aid coordinator to determine college procedures. Any student enrolling for college classes prior to high school graduation should notify the college that the student anticipates being an A+ designated student upon graduation.

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 the second Wednesday of September of the 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+ Schools 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
- Take the Alg I EOC (if not taken in 8th grade) and score Advanced or Proficient

Sophomore Year

- Maintain GPA, attendance, and citizenship requirements
- If not signed up as a freshman then complete all of the above requirements
- Sign up for the A+ Tutoring Class during registration for your junior year.

Junior Year

- If not signed up as a freshman then complete all of the above requirements
- Continue tutoring
- Maintain GPA, attendance, and citizenship requirements
- Sign up for the A+ Tutoring Class during registration for your senior year
- Take the state mandated ACT test; score at 17 or above on the math sub-test

Senior Year

- Upon their 18th birthday, males must register for the Selective Service
- 1st Semester
 - Update *A+ Tutoring Placement Request Form*
 - Complete tutoring hours
 - See A+ Coordinator 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)
 - Submit all tutoring paperwork by May 1
 - Complete the *Intent to Use A+ Benefits* form prior to May 1

Bayless High School A+ Program Participation Agreement



Printed Student Name	Anticipated Graduation Year	Social Security Number

I am a citizen of the United States. **YES** **NO**

I wish to participate in the A+ Schools Program at Bayless High School.

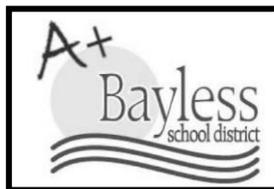
Provided state funds are available and Bayless High School maintains designation as an A+ School prior to my graduation, I will receive reimbursement for the college expenses determined by the Missouri General Assembly while attending a Missouri public community college or public career-technical school on a full-time basis. This reimbursement will be for the unpaid balance of tuition and general fees after federal post-secondary financial assistance funds (that do not require repayment) have been applied. This is on the condition that I meet the following requirements:

1. Attend Bayless High School or an A+ designated high school for three consecutive years prior to high school graduation.
2. Graduate from high school with a grade point average of 2.5 or higher on an unweighted, unrounded 4.0 scale.
3. Have at least a ninety-five percent (95%) attendance record for grades 9-12.
4. Graduate with fifty (50) documented hours of unpaid tutoring in approved settings.
5. Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol.
6. Achieve a qualifying math assessment score.
7. Make a good faith effort to secure federal post-secondary student financial assistance funds during the last semester of the senior year so as to obtain the A+ financial incentive.

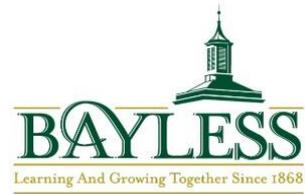
To maintain eligibility after high school graduation, I understand that I must meet the following requirements:

1. Enroll and attend on a full-time basis a Missouri public community college or public career-technical school.
2. Maintain a grade point average of 2.5 or higher on a 4.0 scale.

Printed Name	Signature	Date
Student:		
Parent:		
A+ Coordinator		



The financial incentives of the A+ Schools Program are dependent upon Bayless High School's designation as an A+ School and state appropriations from the Missouri General Assembly. They are not the funding responsibility of the Bayless School District. 6/2/2017



A+ Program Citizenship Agreement

Printed Student Name	Anticipated Graduation Year

Students participating in the A+ Schools Program must maintain a record of good citizenship as defined by law and stated in the Bayless High School Code of Conduct found in the Student Handbook. Certification of good citizenship will be based on the official discipline record maintained in the administrative offices. All four years are a part of the citizenship record. The A+ Coordinator will verify good citizenship each semester. Any student who does not meet the citizenship requirement will not be eligible for the A+ financial incentive.

Disqualification

The student and parent will be notified in writing if disqualification occurs.

- Possession, use, sale or transfer of any controlled substances as defined by law.
- Commit an offense involving drugs, alcohol, weapons, or other violent acts as described in the Student Handbook
- One suspension exceeding 10 days

Citizenship Review

The student and parent will be notified in writing if a Citizenship Review occurs. Appeal, probation or removal from A+ could occur as a result.

- Accumulates more than 10 PMD's during high school
- Accumulates more than 4 Thinkery assignments during high school

Disciplinary Appeals Process

The following process may be used by students/parents to appeal a disciplinary decision that may affect the student's A+ qualification:

- Students/parents will have 30 days from the date of notification of disqualification 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+ Schools Coordinator.
- The basis of the appeal and documentation must be submitted in writing through the office of the A+ Schools Coordinator.
- Upon receiving a written appeal, the A+ Schools Coordinator will convene the A+ Citizenship Appeals Committee composed of the following:
 - The A+ Student's Guidance Counselor
 - School Principal and Assistant Principals
 - The Advisory teacher of the student
 - Teacher who have taught the students
 - A+ Coordinator

The A+ Coordinator will facilitate the A+ Citizenship Review Committee. After the A+ Citizenship Review Committee reaches a decision, the parents will be notified in writing.

All A+ Schools participants must sign and return this acknowledgement of the A+ Schools Program Citizenship Guidelines to the A+ Coordinator.

We have received, studied, and understand the A+ Schools Program Citizenship Guidelines.

Student Signature _____ Date _____
 Parent Signature _____ Date _____

Bayless High School A+ Tutoring Agreement



Student/Parent Agreement

Printed Student Name	Anticipated Graduation Year

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

- Obtain approval for tutoring assignments through the A+ Schools Program office.
- Provide 50 hours of unpaid tutoring supervised by certified Bayless staff in approved settings.
- Arrive promptly and attend regularly. (In the event of an emergency, I will notify both the A+ Coordinator and the supervising teacher.)
- I understand if I have two absences from tutoring, without prior notification of my absence, I will be suspended from tutoring for a whole semester.
- I understand that if suspension occurs, I must prove my reliability before reinstatement of tutoring occurs. I will do this by reliably showing up for substitute tutoring in the event of another tutor's absence.
- 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 and wear A+ ID visibly.
- Follow the Bayless High School Disciplinary guidelines.
- Review and understand the A+ Tutor Course Syllabus.

I agree to accept the opportunities and obligations associated with the tutoring component of the A+ Schools Program at Bayless High School. 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 tutoring component of the A+ Schools Program at Bayless High School, and I give my permission and support for him/her to participate in the required tutoring activities. I understand that my son/daughter (not the school district) is responsible for his/her transportation to and from these activities.

Parent signature _____ Date _____



A+ Tutor Course Syllabus

The A+ Tutoring Course is designed to provide tutoring/mentoring opportunities for high school students meeting the academic and attendance requirements of the A+ program. The A+ tutors serve as mentors for younger students by providing assistance with academics.

Goals of the A+ Program

- All students will graduate from high school.
- All students will complete a selection of high school studies that is challenging and has identified learning expectations.
- All students will proceed from high school graduation to college, post-secondary career/technical school, or a high-wage job with workplace skill development opportunities.

A+ Tutoring Course

- Tutoring must be supervised by a Bayless employee at a Bayless school.
- Official time logs must be signed by a school official sponsoring the tutoring and turned in to the A+ Coordinator periodically.
- Students are required to submit weekly journal activities.
- All tutoring hours must be documented prior to May 1 of the graduation year.
- Students are responsible for transportation from any after school tutoring appointments.
- 25% of the fifty hours (12.5 hours) may consist of job shadowing at an approved job location in the documented career path of the student. Appropriate documentation will be required. Approval by the A+ Coordinator and Principal is required.

A+ Tutoring Guidelines

- Attendance – The teachers and students working with the tutor depend on the mentor/tutor assistance. Excellent attendance is a must.
 - The A+ student is responsible for showing up at the agreed upon time and location.
 - If the A+ student is absent and cannot make an appointment, it is his/her responsibility to notify the adult in charge of tutoring.
 - Should the A+ student be absent for two tutoring sessions without making prior arrangements for their absence they will be suspended from tutoring until the end of the current semester.
 - Students are required to conduct themselves in a responsible manner while visiting other schools and tutoring students. All school rules, regulations and guidelines in the BHS and A+ student handbooks must be followed. Any violations will risk forfeiture of tutoring opportunities and removal from the A+ Schools Program.

Grading

- This is a performance-based class.
- The teachers and students working with an A+ tutor depend on the tutor.
- Tutor grades are based on tutor evaluation along with journal entry submission and quality.

Procedures

- Arrive on time and sign in to the assigned building
- All A+ tutors must wear the A+ name tag and lanyard
- Bring your Tutoring Time Log and have it signed
- Talk to the teacher first to determine what the student needs are
- Keep yourself and the student in the view of the teacher at all times
- If you don't know an answer – use your resources (textbook, teacher....)
- Keep all information confidential
- End the session on a positive note
- Check out with the teacher, then check out in the office.
- **DO NOT DO THE FOLLOWING:**
 - Place yourself in situations that you are not comfortable with.
 - Tutor in a room alone with the door closed. Your supervisor must be with you at all times.
 - Touch students
 - Meet with parents when a teacher is not with you

A good tutor has the ability to:

Be patient and understanding

Honor the student's right to privacy

Understand the student's basic interests

Strive to make learning an enjoyable experience

Treat the person being tutored as you would have them treat you

Establish a positive caring and sharing relationship with the student

Work with the supervising teacher in order to ensure success for both students

Demonstrate professionalism by being punctual, dependable, and dressing appropriately

A successful tutor has the ability to:

Encourage Become familiar with and use the words of encouragement provided during the orientation classes

Be patient - Everyone wants to do well; try another explanation if your first attempt fails to get your point across

Withhold personal opinions - keep your foot out of your mouth

Accept people as they are, where they are and like them for it

Look for the potential in each student

Use good listening skills - Listening is not the same as hearing and taking time to understand

Demonstrate self-discipline

Dress appropriately: you are a role model but be able to demonstrate a sense of humor

Be mature enough to laugh at your mistakes

Admit to error and ask for assistance and do not be embarrassed to ask for assistance

Plan and be prepared and respect confidentiality

Look at the students' work to determine their needs

Treat the student as you would expect to be treated

Be in attendance and follow the wishes of your supervising teacher

Come to school; your grade depends upon your presence

Share information and keep good records

Keep your supervising teacher up to date with regard to your school activities



A+ Tutor Supervising Teachers

Dear _____:

Thank you for volunteering to supervise a Bayless High School A+ tutor.

A+ tutors must complete 50 hours of unpaid tutoring supervised by a Bayless employee. As a supervising teacher your responsibilities include:

1. Supervising the A+ tutor work with individuals, small group or your whole class
2. Never leave the A+ tutor alone with students
3. Verifying and signing the A+ tutoring log
4. Immediately notify the A+ coordinator with concerns
5. Suggested tutoring activities for A+ tutors
 - a. Working with flash cards
 - b. Assisting with a class project
 - c. Helping students study or review
 - d. Reading to students or being read to
 - e. Assisting students with assignments
 - f. Helping students select reading materials
 - g. Helping students to review spelling words or math drills
 - h. Mentoring playground activities (if actively participating with the student being tutored)
 - i. Mentoring lunchroom activities (if actively participating with the student being tutored)
6. A+ tutors should never:
 - a. Make copies
 - b. Grade papers
 - c. Run errands
 - d. Create bulletin boards
 - e. Any clerical activities
7. Complete the A+ Tutor Evaluation in the final month of tutoring

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A+ Coordinator
Assistant Principal
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