



Bishop DuBourg High School

A+ Schools Program Student Handbook

Dr. Monica Freese – Principal

(314) 783-4459

Email: mfreese@bishopdubourg.org

Mr. Jim Campbell – A+ Coordinator

(314) 783-4482

Email: jcampbell@bishopdubourg.org

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Missouri's A+ Schools Program

Missouri's Outstanding Schools Act of 1993 established provisions for the implementation of a program to institute A+ Schools and improve the education of high school students within the State of Missouri. Beginning in 1994, the A+ Schools Program has provided an opportunity to Missouri's public school districts that demonstrate a commitment to ensure that the program's goals are met in their high schools. The goals of an A+ School are to ensure that:

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

In 2016, students enrolled in private high schools became eligible for the A+ Program. High schools that choose to become an A+ School must outline a plan that includes innovation activities to make progress toward achieving these three goals. If Bishop DuBourg High School maintains designation, the students who complete all A+ requirements and graduate from Bishop DuBourg High School may be eligible to participate in the A+ School Financial Incentive Program. The funding for the financial incentives is dependent upon Bishop DuBourg High School maintaining its A+ Schools status and the availability of state appropriations from the Missouri General Assembly.

The student financial incentive of the A+ Schools Program will provide applicants who meet the A+ requirements the cost of tuition and general fees (subject to legislative approval) while attending any A+ approved Missouri public community college or post-secondary vocational or technical school as a full-time student (<http://dhe.mo.gov/ppc/grants/aplusscholarship.php>). These costs may be reimbursable only after secured federal financial assistance funds (FAFSA) that do not require repayment have been applied and all requirements are fulfilled. The incentive may be available for up to two years of attendance during the 4-year period following high school graduation. **Many 4-year colleges and universities also offer scholarships or grants to students who have been certified as an A+ student.**

(<http://dhe.mo.gov/ppc/grants/documents/EligibleAplusPostsecondarySchools.pdf>)

Purpose of the Student Handbook

The purpose of this handbook is to provide a clear understanding of the various aspects of the A+ Schools Program as established by the Outstanding Schools Act of 1993. There are many aspects of the law that established the A+ Schools Program that require Bishop DuBourg to establish guidelines and policies. It is the responsibility of the A+ School Coordinator to administer the A+ Schools Program in a fair and consistent manner. All A+ students must be treated fairly and equitably.

The first step of participation in the A+ Schools Program is the signing of the A+ Schools Agreement form by the student, parent and A+ Coordinator. After all signatures are obtained, the student is considered to be an A+ student at Bishop DuBourg High School. It is then the responsibility of the student to continue to meet the requirements to be certified as an A+ student upon high school graduation.

Bishop DuBourg has a responsibility to maintain the status of an A+ School. It is the responsibility of the A+ School Coordinator to certify to the State of Missouri the students who have achieved this status upon graduation. It is realized that some students will not be able to meet the requirements as set forth in the A+ Schools Program. It will be the responsibility of the A+ School Coordinator to notify the student and parents immediately if it is determined that a student is not eligible for A+ student status. This handbook is designed to present in a clear and consistent manner, the guidelines and policies to be followed by the A+ Schools Program.

Please read this handbook carefully. It is provided for parents, students, and employees of Bishop DuBourg so that a clear understanding of the requirements for becoming an A+ student is achieved.

Any questions about this manual or the A+ Schools Program should be directed to the A+ School Coordinator at Bishop DuBourg High School (314) at 832-3030.

Requirements for Student Eligibility

To be eligible for the financial incentives of the A+ Schools Program, a student must be certified as an A+ student by Bishop DuBourg High School. As the official representative of the A+ Schools Program with the Department of Education of the State of Missouri, the A+ School Coordinator has the responsibility to certify that a graduate of Bishop DuBourg High School has met the criteria of certification. To be certified as an A+ School student, an individual must:

1. Sign an A+ Schools Agreement form.
2. Attend Bishop DuBourg High School, or an A+ school for three consecutive years prior to graduation.
3. Maintain at least a **2.5 cumulative grade point average** over four years of high school.
4. Maintain at least a **95% cumulative attendance record** over four years of high school.
5. Achieve a qualifying score on the **Math** section of the ACT test.

GPA 2.5 = 17 on ACT GPA 2.8 = 16 on ACT GPA 3.0 = 15 on ACT

6. Perform a total of **50 hours of unpaid tutoring/mentoring** during 4 years of high school.
7. Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
8. Make a good faith effort to first secure all available federal postsecondary student financial assistance. (Families must complete a FAFSA).
9. Register with Selective Services within 30 days of any male student's 18th birthday.
10. Be a U.S. Citizen or permanent resident.

REQUIREMENT 1: Enter into a written agreement with the high school to participate in the A+ Schools Student Financial Incentive Program.

A student must enter into this written agreement prior to the end of 1st semester their senior year. The earlier students sign up for the program, the easier it will be for them to meet the state requirements and avoid the missteps that might make them ineligible. **(See Student Agreement form)**

REQUIREMENT 2: Attend a designated A+ School for three consecutive years prior to high school graduation.

Student must attend an A+ designated high school beginning the first day of their sophomore, junior and senior years. The student financial incentive is dependent upon Bishop DuBourg High School maintaining designated status as an A+ School before the applicant graduates and the availability of state appropriations from the Missouri General Assembly. If a student withdraws from Bishop DuBourg High School after the beginning of his/her sophomore year, the student **will not** be considered eligible for the A+ Schools Program, unless the student enrolls into another A+ designated school.

REQUIREMENT 3: Graduate from high school with a cumulative grade point average (GPA) of 2.5 or higher on a 4.0 scale.

This average will represent the applicant's cumulative GPA, which includes all four years of high school. A student with a cumulative 2.499 or lower GPA will not qualify for A+ status. The student's official transcript will serve as evidence of grade point average for admission into an A+ approved Missouri public community college or Missouri public vocational/technical school.

Students must monitor their own grade point average on Family Access. Any questions about this requirement should be directed to the A+ School Coordinator.

REQUIREMENT 4: Maintain at least a 95% cumulative attendance record.

The student must maintain a 95% or better average attendance record for all four years of high school. A student with a 94.999% or lower average will not qualify for A+ status. Students are expected to attend class regularly and be on time for classes. There are no excused or unexcused absences as set forth in the law of the A+ Schools Program. All absences will be included. College visits and doctor's appointments will count as an absence. The cumulative attendance information obtained by the A+ School Coordinator will come from the official attendance records of Bishop DuBourg High School. Students with medical or personal circumstances may file an appeal. Appeal form attached.

Students must monitor their own attendance on Family Access. Any questions about this requirement should be directed to the A+ School Coordinator.

REQUIREMENT 5: Achieve a qualifying score on the Math section of the ACT.

Please note that the Coordinating Board for Higher Education (CBHE) is charged with establishing the minimum test scores annually. Once established, it will be shared with the students in the A+ Program.

GPA 2.5 = 17 on ACT GPA 2.8 = 16 on ACT GPA 3.0 = 15 on ACT

REQUIREMENT 6: Perform and document at least 50 hours of unpaid tutoring and/or mentoring.

The A+ Coordinator in determining this requirement will use the following policies:

- The A+ Coordinator must approve the academic tutoring or mentoring hours **prior** to the student performing these hours. **(See Tutoring/Mentoring Approval Form)**
- Tutoring/mentoring cannot be started until the end of 1st semester of student's freshman year.
- Only those tutoring experiences completed **AFTER** enrollment in the A+ Program are eligible.
- Tutoring/mentoring must be done under the supervision of school personnel.
- Tutoring/mentoring activities may occur before, during, or after the school day.
- Tutoring/mentoring may be done during the school year or during summer school.
- A tutoring/mentoring log must be kept by the student and signed by the school staff member or person supervising the activity. **(See Tutoring/Mentoring Log)**
- It is the responsibility of the A+ Student to make sure that all completed logs are turned in to the A+ Coordinator.
- Only activities that have been documented on the A+ tutoring/mentoring log, signed by the supervising person or school staff member, and filed in the A+ office, will be counted toward the 50-hour requirement.
- All hours must be completed by **May 1st** of student's senior year.
- Tutoring/mentoring opportunities should not be confused with community service.

Job Shadowing

Career exploration helps students identify vocational interests, become familiar with a range of occupations within career paths, experience different work environments, and identify the skills necessary to do specific jobs.

- 12.5 hours (25% of 50 hour requirement) may consist of unpaid job shadowing at a pre-approved location.
- Things to keep in mind:
 - **Before Shadowing:**
 - Acquaint yourself with the purpose of job shadowing.
 - Decide on a job or career you would like to shadow.
 - Find a company/business that employs people in the career you want to observe.
 - Ask for permission from the employer to shadow.
 - Set the date for the experience agreed upon by the employer, the student, and the parent.
 - Turn in the Tutoring/Mentoring Approval Form prior to the shadowing event.
THIS MUST BE TURNED IN A WEEK BEFORE JOB SHADOWING.
 - **During Shadowing:**
 - Take the list of suggested questions with you and add to it to learn what you want to know.
 - Take the Job Shadowing Verification Form with you and give to the employer to complete. It may be returned via the student or by mail.
 - **After Shadowing:**
 - Complete the Post-Shadowing Survey and give it to the A+ Office.
 - Send a Thank You letter to the person you shadowed.

REQUIREMENT 7: Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.

Bishop DuBourg High School believes that creditable school citizens are those citizens whose conduct, both in and out of school, will reflect positively upon themselves and the school. Students who are designated A+ students should demonstrate distinctive qualities and be role models for other students.

Certification of good citizenship will be based on the official discipline record maintained in the Dean of Students' Office. The Deans assign consequences for any infractions of the discipline policies and is responsible for certifying the accuracy of the student's discipline record. Student use or possession of illegal drugs or alcohol, as evidenced by civil conviction or suspension from school, will disqualify a student from the A+ program. Students may be disqualified from the A+ program if they are involved in fights, assault or convicted of a felony that is verifiable and/or communicated to school officials in compliance with the Safe Schools Act.

REQUIREMENT 8: Make a good faith effort to secure federal post-secondary student financial assistance funds.

Parents must complete and send in the Free Application for Federal Student Aid. The FAFSA information must be sent to the community college or approved vocational/technical school that the student is planning to attend. The FAFSA application is available online at www.fafsa.ed.gov . Parents are encouraged to apply as early as possible. It is available October 1st.

REQUIREMENT 9: Register with Selective Services.

All male A+ students must register within 30 days of their 18th birthday. This may be done online when you complete the FAFSA or by going to www.sss.gov.

REQUIREMENT 10: Student must be a U.S. Citizen or permanent resident in order to receive reimbursement under the A+ Scholarship program.

Monitoring Student's A+ Status and Parent Notification

The A+ School Coordinator will provide each parent/guardian with an update of the continued progress of his/her student toward A+ School status. At the end of each semester, each participating student and his/her parent/guardians will receive a status update reporting his/her progress in each of the required areas (Attendance, GPA, Math ACT score, and Tutoring/Mentoring status). Parents are encouraged to monitor their child's records on Family Access. Any questions about the requirements should be directed to the A+ School Coordinator.

Process of Appeal

A student (and/or parent) has the right to appeal when he/she becomes ineligible for the A+ Schools Program. The student/parent must file an appeal within 10 working days from receipt of ineligible notice. The A+ Appeals Committee, composed of members appointed by the Principal, will meet to review the appeal. Attendance can only be appealed if the absence is tied to a **MAJOR illness, injury, or personal catastrophe** (doctor's note may be required). Upon receiving a written appeal, the A+ Coordinator will notify the Principal, who will notify the Appeals Committee. The student/parents will be notified in advance of a hearing date and can choose to meet in person with the committee or submit their appeal in writing. The A+ Coordinator will act as facilitator and a nonvoting member of the Appeals Committee. After the Appeals Committee reaches a decision, the A+ Coordinator will notify the student/parents. Any and all appeals will be conducted following policies set by the Bishop DuBourg Advisory Board.

Receiving A+ Certification

Following graduation, the A+ Schools Coordinator will submit the names of students that have successfully met all of the A+ Schools requirements. 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.

Requirements For Maintaining Eligibility After Graduation

The student financial incentive may be available for up to two (2) years of attendance, during the four-year period after the recipient graduates from high school. To maintain eligibility, the student must:

- **Requirement 1:** Enroll in and attend on a full-time basis an A+ approved Missouri public community college or vocational-technical school and be enrolled in a certification or degree program. Students must meet the full-time requirement of 12 hours during the fall and spring or six hours in the summer. Students may attend any semester they choose but **will not** be reimbursed if he/she attends less than full-time.
- **Requirement 2:** Maintain a grade point average of 2.5 or higher on a 4.0 scale.

Eligible A+ Community Colleges and Vocational Technical Schools

<p> Arcadia Valley Career Technical Center Boonslick Technical Educ. Center Brookfield Area Career Center Cape Girardeau Car & Tech Center Car. & Tech. Center At Ft. Osage Carrollton Area Career Center Carthage Technical Center Cass Career Center Clinton Technical School Columbia Area Career Center Crowder College Current River Career Center Dallas County Career Center Davis H. Hart Career Center East Central College Eldon Career Center Excelsior Springs Career Center Four Rivers Career Center Franklin Technology Center Gibson Technical Center Grand River Technical School. Hannibal Career & Tech. Center Herndon Career Center Hillyard Technical Center Kennett Career & Tech. Center Kirksville Area Tech. Center Jefferson College Lake Career & Technical Center Lamar Area Voc.-Tech. School Lebanon Tech. & Career Center Lewis & Clark Career Center Lex La-Ray Technical Center Linn State Technical College Macon Area Voc. School Metropolitan Community College </p>	<p> Mineral Area College Missouri State University - West Plains Moberly Area Community College Moberly Area Technical Center Nevada Regional Tech.-Center New Madrid R-I Tech Skills Center Nichols Career Center North Central Career Center North Central Missouri College North Technical Northland Career Center Northwest Technical School. Ozark Mountain Technical Center Ozarks Technical Community College Pemiscot Co Career & Tech Center Perryville Area Car & Tech Center Pike/Lincoln Technical Center Poplar Bluff Tech. Career Center Ranken Technical College Rolla Technical Inst. Saline Co. Career Center Sikeston Career & Tech. Center South Central Career Center South Technical Southwest Area Career Center St. Charles Community College St. Louis Community College State Fair Community College Three Rivers Community College Unitec Career Center Warrensburg Area Career Center Waynesville Technical Academy </p>
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Forms



Bishop DuBourg High School

A+ Schools Student Agreement

Student's Name _____
First Middle Last

Mailing Address _____

City State Zip Code

Phone Number _____ Year of Graduation _____

A student who qualifies according to the following criteria and continues an education at an A+ approved Missouri public community college or vocational-technical school may be eligible for state reimbursed tuition and general fees for up to two years within 48 months after graduation, **contingent upon state appropriation and allocation of funding, and Bishop DuBourg High School maintaining designation.** To be eligible, the student must:

1. Sign this written A+ Schools Agreement form by the end of first semester senior year.
2. Attended a designated A+ School for three consecutive years prior to high school graduation.
3. Graduated from high school with a **cumulative grade point average of 2.5** (a 2.499 GPA is not eligible).
4. Maintained at least a **95% cumulative attendance record** for all four years of high school.
5. Achieve a qualifying score on the **Math subtest of the ACT.**
6. Perform a total of **50 hours of unpaid tutoring/mentoring** of other students.
7. Made a documented, good faith effort to secure available federal post-secondary student financial assistance funds that do not require payment (FAFSA application must be completed and mailed to the school that the student is planning to attend).
8. Maintained a record of good citizenship as outlined in the student handbook. Note the disqualifications and appeal process if one qualifies.
9. Male students must register with the Selective Services within 30 days of 18th birthday.
10. U.S. Citizen or permanent resident in order to receive reimbursement under the A+ Scholarship Program.

The student's financial incentive is contingent upon state appropriation and allocation of funding. Funding may be available for up to four years after high school graduation. To maintain eligibility during that time, each participating student must enroll and attend a Missouri public community college or vocational school on a full-time basis and maintain a cumulative GPA of 2.5 or higher.

Student's Signature Date

Parent's Signature Date

A+ Coordinator Signature Date



Bishop DuBourg High School

A+ Schools Tutoring/Mentoring Approval Form

Name: _____ Grade: _____ Advisory: _____

Describe Activity			
Planned Location		Planned Supervisor	

Student's Signature

Date

A+ Coordinator's Signature

Date

Faith in Christ...Service to Others



Bishop DuBourg High School

A+ Schools Tutoring/Mentoring Approval Form

Name: _____ Grade: _____ Advisory: _____

Describe Activity			
Planned Location		Planned Supervisor	

Student's Signature

Date

A+ Coordinator's Signature

Date

Bishop DuBourg High School

A+ Schools Tutoring/Mentoring Log

Name: _____ Grade: _____ Advisory: _____

Date	Total Time	Name of Student Tutored/Mentored	Describe Activity	Location of Tutoring	Supervisor's Signature

Total Hours

- It is the student's responsibility to complete the hours and submit this time sheet to the A+ Coordinator.
- Credit for tutoring/mentoring hours must be **preapproved** by the A+ Coordinator.
- Only those tutoring experiences completed AFTER enrollment in the A+ Program are eligible.

Student's Signature Date

Parent's Signature Date

A+ Coordinator's Signature Date



Bishop DuBourg High School

A+ Tutor/Mentor Supervising Teachers Guidelines

Dear _____:

Thank you for supervising a Bishop DuBourg High School tutor/mentor. A+ students must complete 50 hours of unpaid tutoring/mentoring. As a supervising teacher your responsibilities include:

1. Supervising the A+ tutor's work with individuals, small groups, or your whole class.
2. Verifying and signing the A+ Tutoring/Mentoring Log.
3. Immediately notify the A+ Coordinator with concerns.
4. 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 to review spelling words or math drills
 - g. Mentoring playground activities (if actively participating)
 - h. Mentoring lunchroom activities (if actively participating)
5. A+ tutors should never:
 - a. Make copies
 - b. Grade papers
 - c. Run errands
 - d. Create bulletin boards
 - e. Any clerical activities

Again, thank you for your support of our students at Bishop DuBourg High School.

Jim Campbell
Bishop DuBourg High School
A+ Coordinator
314-783-4482
jcampbell@bishopdubourg.org

Bishop DuBourg High School

A+ Schools **Job Shadowing**

Approval Form

Name: _____ Grade: _____ Advisory: _____

Name of Company		Name of Employee	
Brief Description of Job to be Shadowed			

Student's Signature _____

Date _____

A+ Coordinator's Signature

Date _____

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Bishop DuBourg High School

A+ Schools **Job Shadowing**

Approval Form

Name: _____ Grade: _____ Advisory: _____

Name of Company		Name of Employee	
Brief Description of Job to be Shadowed			

Student's Signature

Date _____

A+ Coordinator's Signature

Date _____

Faith in Christ...Service to Others

Suggested Questions to Ask **During the Job Shadowing**

The following questions will help you with career exploration during your shadowing experience. Try to ask as many questions as possible, including any of your own, that you feel are appropriate. Stay away from personal issues such as salary.

1. What training/education did you receive in order to get your job?
2. What are your job responsibilities?
3. How does your job connect with the overall company?
4. How did you decide to do this type of work?
5. What is the best part of your job?
6. What is the most challenging part of your job?
7. What previous experience did you find useful for this job?
8. What are the most important skills required for this job?
9. What advice do you have for someone entering this field of work?
10. What other people or departments do you work the most closely?
11. What do you think the demand will be for this job in the future?
12. Do computers play a large role in your job? If so, how much? Which programs?
13. Can you recommend any other people or businesses that I can contact for additional information/experience?
14. Determine if there are any specific things you would like to know that you are curious about.

*** The student needs to ask as many of the questions above ***



Bishop DuBourg High School
Job Shadowing Verification Form
(Please Print)

Student's Name: _____ Date Shadowed: _____

Business Name: _____

Employee Shadowed: _____

Occupation: _____

Business Phone #: _____ Business Fax #: _____

Hours Shadowing: _____

During my job shadowing experience, I was able to learn about:

- Specific skills needed for this job
- Specific education needed for this job
- Ways I can prepare for employment in this field
- What the employee likes best about this career
- Some frustrating parts of this job
- Future outlook for this profession
- I also had the opportunity to observe this employee working in his/her employment surroundings.

Student Signature

Date

Parent Signature

Date

Please return this form to:

Bishop DuBourg High School
Attn: A+ Office
5850 Eichelberger
St. Louis, MO 63109



Bishop DuBourg High School

Student Status Report

Student Name:

Cumulative GPA:

Cumulative Attendance Percentage:

Math sub-score on the ACT:

(Please refer to A+ Handbook for requirements for the Math sub-score. Required score is dependent on GPA.)

The information above is where you stand at this time.

At graduation, if the student chose to participate in the A+ Schools Program, all requirements will be reviewed to determine eligibility. If the student has met all of the requirements of the A+ School Program, they will be certified to receive the A+ Schools Program benefits.

Qualifications:

1. Enter into a written agreement with the high school to participate in the A+ Schools Student Financial Incentive Program.
2. Attend a designated A+ School for three consecutive years prior to high school graduation.
3. Graduate from high school with a cumulative grade point average (GPA) of 2.5 or higher.
4. Maintain a Cumulative Attendance rate of at least 95.0%.
5. Achieve a qualifying score on the Math section of the ACT.
6. Perform and document at least 50 hours of unpaid tutoring/mentoring.
7. Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
8. Make a good faith effort to secure federal post-secondary student financial assistance funds (FAFSA).
9. Male students must Register with Selective Service

Thank you,

Jim Campbell
A+ Coordinator

Phone #: 314-783-4482

jcampbell@bishopdubourg.org