

SECKMAN HIGH SCHOOL



***SCHOOLS
PROGRAM***

Success For Every Student

STUDENT HANDBOOK

***Seckman High School
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A+ Schools Program

Success For Every Student



Education to receive district funding to become an A+ School site. Seckman Senior obtained designation in 2005. If Seckman Senior maintains designation, the students who complete all A+ requirements and graduate from Seckman High School each year may be eligible to participate in the A+ School Financial Incentive Program.

The funding for the financial incentives is dependent upon Seckman 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 may provide, for applicants who meet the A+ requirements and are eligible, for 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 (www.dese.state.mo.us/divimprove/aplus/) as a full-time student. 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.

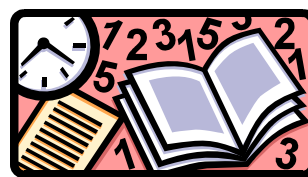
MISSOURI'S A+ SCHOOLS PROGRAM

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.

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. Seckman High School was selected by the Fox School Board of

PURPOSE OF 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 the Fox C-6 School District 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 Participation Agreement by the student, parent and A+ Coordinator. After all signatures are obtained, the student is considered to be an A+ student at Seckman 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.

Once designation is achieved, the Fox C-6 School District 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

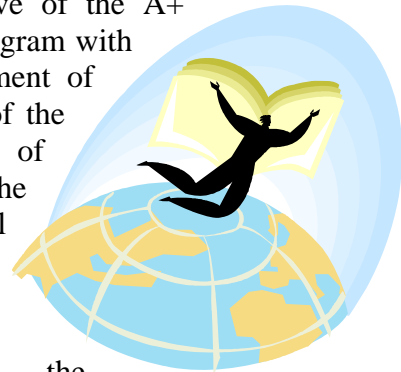
employees of the Fox C-6 District so that a clear understanding of the requirements for becoming an A+ student is achieved.



Any questions about this manual or the A+ Schools Program should be directed to the A+ School Coordinator at Seckman High School. Phone (636) 282-1485.

STUDENT ELIGIBILITY

To be eligible for the financial incentives of the A+ Schools Program, a student must be certified as an A+ student by Seckman 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 Seckman High School has met the criteria of certification. To be certified as an A+ School student, an individual must:

- ☞ Sign an A+ Student Participation Agreement and Citizenship Agreement (copy included in the appendix of this handbook)

- ☞ Attend Seckman High School, or an A+ school for three consecutive years prior to graduation.
- ☞ Maintain at least a 2.5 cumulative grade point average over four years of high school.
- ☞ Maintain at least a 95% cumulative attendance record over four years of high school.
- ☞ Perform a total of 50 hours of unpaid tutoring during 4 years of high school.
- ☞ Maintain a record of good citizenship and avoid the unlawful use of drugs.
- ☞ Make a good faith effort to first secure all available federal postsecondary student financial assistance.

Once designation has been granted, the A+ financial incentives for Seckman High School students may be eligible beginning with the graduating class of 2005.



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

A student may 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.

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

A student must attend Seckman High School or an A+ designated school during his/her sophomore, junior, and senior years. **The student financial incentive is dependent upon Seckman High School obtaining and 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 Seckman 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.

Students transferring from a non-designated school must be enrolled at Seckman Senior within 4 weeks of the start date in Fox C-6 District of their sophomore year.

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 MO public community college or MO public vocational/technical school.

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.

The cumulative attendance information obtained by the A+ School Coordinator will come from the official attendance records of the Fox C-6 School District.

At the end of each semester, a status letter will be sent to the parents/guardians of A+ students indicating the attendance percentage of their student.

REQUIREMENT 5: Perform and document at least 50 hours of unpaid tutoring.

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

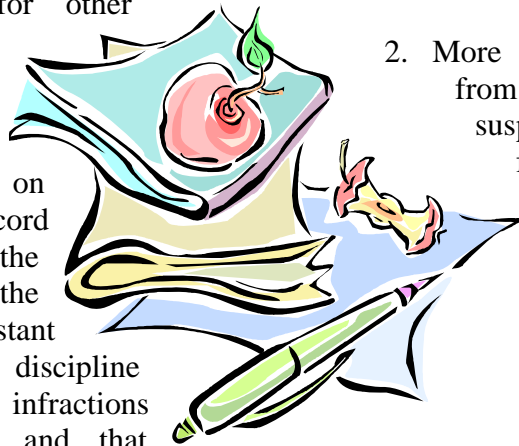
- ☞ The A+ Coordinator must approve academic tutoring.
- ☞ Tutoring must be done on school property under the supervision of school personnel.
- ☞ Tutoring activities may occur before, during, or after the school day.
- ☞ Tutoring may be done during the school year or during summer school. The student is expected to be present at the agreed upon day and time for tutoring. If an absence must occur, the A+ student is expected to notify the adult in charge of the A+ tutoring experience. Failure of notification or inappropriate behavior/actions may result in removal from the tutoring program.
- ☞ A tutoring log form must be kept by the student and signed by the school staff member supervising the activity.
- ☞ It is the responsibility of the A+ Student to make sure that all completed tutoring log forms are turned in to the A+ Coordinator or A+ Secretary each semester.

☞ Only activities that have been verified with a time sheet, signature by the tutoring supervisor, and filed in the A+ office, will be counted toward the 50-hour requirement.

REQUIREMENT 6: Maintain a record of good citizenship and avoid the unlawful use of drugs.

The Seckman A+ Advisory Committee 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 Administrative Office of the high school. The Assistant Principal in charge of discipline assigns consequences for infractions of the discipline code, and that administrator is responsible for certifying the accuracy of the student's discipline record.



☞ **Avoidance of drug Use:** The use or possession of illegal drugs, as evidenced by civil conviction or suspension from school, will disqualify a student from accessing tuition reimbursement funds. For purposes of these guidelines, illegal drugs will

include those items that are considered illegal for the entire population with no consideration of age.

☞ **Record of Good Citizenship:**

Students may be disqualified from A+ Tuition Reimbursement program based on the following guidelines:

1. Conviction of a felony that is verifiable and either a matter of public record or communicated to school officials in compliance with the Safe Schools Act.
2. More than one suspension from school or a single suspension in excess of five days per year, but not to exceed a total of 4 suspensions in the 4 years of high school.

Students wishing to be eligible to access the A+ tuition reimbursement at an A+ approved post-secondary community college or vocational/technical school must also meet the following requirements.

REQUIREMENT 7: 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 form is available in the Guidance Office of Seckman High School or apply online at www.fafsa.ed.gov.
- ☞ Parents are encouraged to apply as early as possible, but not before January 1 or after April 1st of the year of the student's high school graduation.
- ☞ Receipt of submission of the FAFSA form **must** be shared with the A+ Coordinator.



PARENT NOTIFICATION

The A+ School Coordinator will provide every parent/guardian with an update of the continued progress of his/her student toward A+ School status.

A status report will be sent after the completion of each semester of the school year.

A copy of each student's respective A+ Status Report will also be on file in the A+ office.

Parents are encouraged to call the A+ Coordinator or A+ Secretary for status updates during the school year, and **must keep an accurate mailing address on file.**

PROCESS OF APPEAL

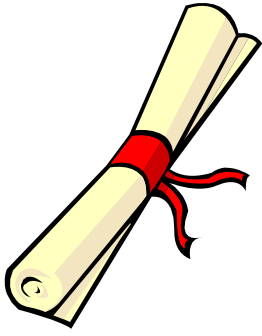
A student (and/or parent) has the right to appeal when he/she becomes ineligible for the A+ financial incentive. In cases of appeal, the student/parent must notify the A+ Coordinator in writing of his/her intent to appeal. An Appeals Packet can be obtained in the A+ Office.

Students may appeal their disqualification from the A+ Program to a special appeals committee composed of five members of the A+ Advisory Committee as appointed by the A+ Coordinator.

The student/parent must file an appeal within 10 working days from receipt of ineligible notice.

Upon receiving a written appeal, the A+ Coordinator will convene the A+ 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 by letter. Any and all appeals will be conducted following policies set by the Board of Education.



PLAN FOR THE FUTURE

By the Year 2010

- ☞ 75% of all jobs will require technical skills or post-secondary education.
- ☞ 20% will require a four-year college education.
- ☞ 5% will require no specialized training.

REQUIREMENTS FOR MAINTAINING ELIGIBILITY AND ACCESSING TUITION REIMBURSEMENT

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.

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.

Students must maintain a semester grade point average of 2.5 or higher to maintain eligibility and to be eligible to receive reimbursement.

Male students, upon reaching their eighteenth birthday must register with the Selective Service department.

Students should be enrolled in a certification or degree program.

OUTSTANDING SCHOOLS ACT OF 1993

The specific guidelines of this student handbook for Seckman High School have been developed in accordance with Missouri Senate bill 380.

Participation in the A+ Schools Program and these guidelines has been approved by the Fox C-6 Board of Education.

APPENDIX

- ☞ Commonly Asked Questions
- ☞ A+ Schools Agreement
- ☞ A+ Citizenship Guidelines
- ☞ A+ approved community colleges and vocational/technical schools can be located at (www.dese.state.mo.us/divimprove/aplus/)



Seckman High School A+ Schools Agreement

Name _____
Last First Middle

Mailing Address _____
Street or P.O.

City State Zip Code

Home 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 4 years after graduation, **contingent upon state appropriation and allocation of funding, and Seckman High School maintaining designation.** Each student should enter into a written agreement with the school prior to the end of 1st semester their senior year. To be eligible, the student must:

- Attend a designated A+ School for **three consecutive years** prior to high school graduation
- Graduate from high school with a cumulative grade point average of **2.5** (a 2.499 GPA is not eligible) **or higher** for all four years of high school
- Maintain at least a **95%** cumulative attendance record for all four years of high school
- Perform a total of **50** hours of unpaid academic tutoring of other students under the supervision of a certified Fox C-6 District employee within the 4 years of high school

The student's financial incentive is contingent upon state appropriation and allocation of funding, and Seckman High School maintaining designation. Dependent on said, it may be available for up to two years within four years after high school graduation. To be eligible to access A+ tuition reimbursement during that time, each participating student must:

- Make 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 between **January 1st and April 1st**)
- Males must register with the **Selective Service** upon their eighteenth birthday
- Enroll and attend a Missouri public community college or vocational school on a full-time basis maintain a GPA of **2.5** or higher.

Student Signature

Parent/Guardian Signature

Date

A+ Coordinator

Date



SECKMAN SR. HIGH SCHOOL A+ SCHOOLS PROGRAM CITIZENSHIP GUIDELINES

Students participating in the A+ School Program must maintain a record of “good citizenship” to qualify for post-secondary financial assistance. Good citizenship is demonstrated by respect for school, community, and self. Any student who participates in the A+ Schools Program must be a creditable citizen and be judged so by the proper school authority certifying the list of students for participation.

A student whose character or conduct reflects credit upon him/herself and/or his/her school is considered a creditable citizen and is therefore eligible to participate in A+ Schools Program. His/her conduct shall be satisfactory in accord with the standards of good discipline. **Students who participate in the A+ Schools Program should remember the rewards of the Student Financial Incentive, and the individual discipline and responsibilities that come with it. The rewards are great: two years of vocational/technical or community college tuition for the successful completion of the program.**

The appropriate principal will determine eligibility by indicating to the A+ Coordinator whether or not the student has maintained “good citizenship.” If the student’s citizenship record is acceptable, a certificate will be placed in the student’s A+ Schools portfolio. An A+ Citizenship Appeals Committee will be assembled to rule on exceptions or unique situations.

DISQUALIFICATION:

The use or possession of illegal drugs, as evidenced by civil conviction or suspension from school, will disqualify a student from accessing tuition reimbursement funds. For purposes of these guidelines, illegal drugs will include those items that are considered illegal for the entire population with no consideration of age.

Conviction of a felony that is verifiable and either a matter of public record or communicated to school officials in compliance with the Safe Schools Act.

- | | |
|---------------------------------------|---|
| 1. First and second degree murder | 10. Sexual assault |
| 2. Kidnapping | 11. Felonious restraint |
| 3. First and second degree assault | 12. Property damage |
| 4. Forcible rape and sodomy | 13. Possession of a weapon (under weapon provisions of Chapter 571 Missouri revised Statutes) |
| 5. First and second degree burglary | 14. Child molestation |
| 6. Robbery | 15. Deviate sexual assault |
| 7. Distribution of drugs | 16. Sexual misconduct involving a child |
| 8. First degree arson | 17. Sexual abuse |
| 9. Voluntary/involuntary manslaughter | |

III. More than one suspension from school or a suspension in excess of five days per year, but not to exceed a total of 4 suspensions in the four years of high school. All rules of the student handbook should be used as a guideline for good citizenship.

DISCIPLINARY APPEAL PROCESS: Refer to the “Process of Appeal” as outlined in the student handbook. A student (and/or parent) has the right to appeal when he/she becomes ineligible for the A+ financial incentives. In cases of appeal, the student/parent must notify the A+ Coordinator in writing of his/her intent to appeal.

The A+ Coordinator will act as facilitator and a non-voting member of the A+ Citizenship Appeals Committee unless the decision results in a tie vote. After the A+ Citizenship Appeals Committee reaches a decision, the A+ Schools Coordinator will notify the parents. If the appeal decision is not acceptable to the parent, additional appeals must be in writing to the Superintendent and then to the Board of Education.

CITIZENSHIP AGREEMENT A+ SCHOOL PROGRAM

All A+ Schools participants must sign and return this acknowledgement of the A+ Schools Program Citizenship Guidelines to the A+ Schools Office at Seckman High School.

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

Student Signature: _____ Student Name (printed) _____

Parent/ Guardian: _____ Date: _____

This agreement must be on file to complete student’s enrollment in the A+ Schools Program.