

# FORT ZUMWALT SCHOOL DISTRICT



## SCHOOLS

## PROGRAM MANUAL



**East High School**  
600 First Executive Ave.  
St. Peters, MO 63376  
636-477-2400



**Hope High School**  
307 West Pitman  
O'Fallon, MO 63366  
636-379-5300



**North High School**  
1230 Tom Ginnever Blvd.  
O'Fallon, MO 63366  
636-379-2902



**South High School**  
8050 Mexico Road  
St. Peters, MO 63376  
636-978-1212



**West High School**  
1251 Turtle Creek Drive  
O'Fallon, MO 63366  
636-379-0300

(Updated August 2016)

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## GOALS OF THE A+ SCHOOLS PROGRAM

- State Goal: All students will graduate from high school.

**Fort Zumwalt Goal: The persistence to graduation rate will meet or exceed yearly the State graduation rate requirement.**

- State Goal: All students will complete a selection of high school studies that is challenging and has identified learning expectations.

**Fort Zumwalt Goal: As courses are developed and revised, they will have identifiable learning expectations that are aligned to current state standards.**

- State Goal: All students will proceed from high school graduation to college, post-secondary vocational/technical school, or a high-wage job with workplace skill development opportunities.

**Fort Zumwalt Goal: The percentage of students enrolling in post-secondary schools or who proceed to high wage jobs with workplace skill development opportunities will increase one percent yearly.**

## CAREER PATHS

- Arts & Communications
- Business, Management, & Technology
- Health Services
- Human Services
- Industrial & Engineering Technology
- Natural Resources/Agriculture
- Project Lead the Way/STEM

## Purpose of Program Manual

Established by the Outstanding Schools Act of 1993, the A+ Schools Program is a school improvement initiative that seeks to raise academic standards in Missouri's high schools. The purpose of this manual is to provide students, parents, faculty, and staff with the guidelines and policies of the A+ Schools Program.

Involvement in the A+ Schools Program is initiated locally and is voluntary. At our high schools, efforts are focused on ensuring that all students are provided a rigorous academic and technical education that prepares them for college, post-secondary vocational/technical training, or the workplace. In most cases, a school spends three years working to meet the requirements established for all A+ Schools. The State Board of Education gives the final approval for A+ status if a school meets all of the program requirements. Students graduating from a designated high school may qualify for the student financial incentives associated with the A+ Schools Program. The incentives are determined by the Missouri General Assembly and may be used at any public community college or public vocational/technical school in Missouri or private or technical school that is a member of the North Central Association, is accredited by the Higher Learning Commission as of July 1, 2008, and maintains such accreditation.\*

Starting with school year 2001-2002, the Fort Zumwalt District's high schools began the process of implementing changes related to the goals of the A+ Schools Program. Fort Zumwalt North, South and West High Schools were A+ designated in 2004. Fort Zumwalt East High School received A+ designation in 2008. Hope High School received A+ designation in 2013.

Many aspects of the law creating the A+ Schools Program require high schools to establish guidelines and policies. The Fort Zumwalt School District's guidelines within this manual have met the policy requirements of the Department of Elementary and Secondary Education. It is the responsibility of the Fort Zumwalt School District to follow these policies to ensure continued A+ School designation. It is the responsibility of students and parents to read this manual carefully in order to understand all the guidelines and policies, and it is the responsibility of the Fort Zumwalt School District to administer the A+ Schools Program in a fair and consistent manner.

Any questions about this manual or the A+ Schools Program should be directed to the A+ Schools coordinators at our schools.

*This manual reflects the current policies of the Fort Zumwalt School District. Each year, recommendations for revision are presented to the Board of Education. Approved recommendations are incorporated into the existing manual. The manual for the current school year is the standard to which students are held accountable. When referring to the manual, please use the most current copy as indicated on the cover.*

***\*All reimbursements are dependent upon our high school's continued designation as an A+ School and the availability of state appropriations from the Missouri General Assembly. Reimbursement is not the funding responsibility of the Fort Zumwalt School District.***

## **Student Financial Incentives**

A+ qualified high school graduates may be eligible to receive state-paid assistance for their post-secondary education.

**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 vocational/technical school in Missouri or private vocational or technical school that is a member of the North Central Association and is accredited by the Higher Learning Commission as of July 1, 2008, and maintains such accreditation.**

- 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.
- 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.
- **The financial incentives of the A+ Schools Program are dependent upon the availability of state funds.**
- Benefits are subject to yearly approval by the Missouri General Assembly. Currently, A+ eligible students may incur some cost for their post-secondary education. Talk to the A+ Coordinator if you have questions concerning benefits.
- Students have a maximum of forty-eight (48) months from high school graduation during which A+ benefits may be accessed at a Missouri General Assembly approved institution.
- Upon enrollment in an A+ community college or vocational/technical school, the A+ student should immediately inform the college A+ contact person (generally a financial aid officer) that he/she is an A+ student. A list of A+ contact people can be found at <http://dese.mo.gov/divimprove/aplus/index.html>.
- In order to maintain their 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.
- To qualify for tuition incentives for courses taken during summer semesters, students must be enrolled in the same institution during the regular school year. (Students may NOT be enrolled at a four-year university during the school year and then return to a community college to take summer classes.)

## **Student Eligibility**

Graduates of A+ Schools become eligible for the financial incentives of the A+ Schools Program upon successful completion of the program requirements and certification by the A+ Schools Coordinator. Program requirements include:

## **Program Agreement**

- *Sign an agreement expressing intent to participate in the A+ Schools Program.*
  - An A+ Schools Program Agreement must be completed with all the appropriate signatures and returned to the A+ Schools office.
  
  - Students may sign the A+ Schools Program Agreement at any time prior to the second Wednesday of September of their senior year, but early enrollment is encouraged.
  - Records dating back to the beginning of a student's freshman year are used to determine successful completion of the A+ Schools Program requirements.

## **Enrollment**

- *Attend an A+ designated school for three consecutive years immediately prior to high school graduation.*
  - Students wishing to benefit from the financial incentives of the A+ Schools Program must attend an A+ school, for a minimum of four (4) hours a day, for three consecutive years immediately prior to graduation. (Students may transfer to or from another designated A+ school and retain their eligibility.)
  - Students must earn six (6) semesters of credit from an A+ designated school during their last three years of high school.
  - If a student withdraws or transfers from an A+ School to a non-designated school after the beginning of his/her sophomore year, the student may NOT be eligible for the financial incentives of the A+ Schools Program. Re-enrollment may NOT reactivate eligibility.
  - Seniors must enroll in the A+ Program no later than the second Wednesday of September.
  - Students who graduate after first semester of the senior year may qualify for A+ benefits. (Students who are planning to graduate early need to work closely with the A+ Office to ensure all requirements are met prior to finishing first semester.)

## **Grade Point Average**

- *Graduate from high school with a grade point average of 2.5 or higher on a 4.0 scale.*
  - The grade point average represents the student's cumulative GPA and includes the freshman through senior years.
  - Participating students must graduate with a grade point average of 2.5 or higher on a 4.0 (non-weighted) scale. Weighted courses (5.0 scale) will be adjusted when determining the GPA for A+ Schools eligibility. Only the non-weighted GPA will be used to determine A+ eligibility.
  - Records maintained using the SIS administrative program will serve as documentation that the grade point average requirement has been met.
  - The GPA will NOT be rounded up: e.g., 2.49 will NOT be translated to 2.5.

- Parents/guardians and students will be provided information on the student's grade point average each semester on the student's report card.

### **State Assessment Requirement**

- *The following math assessments meet state assessment requirements:*
  - Proficient or advanced on Algebra 1 or higher math EOC. (EOC exams taken in middle school do not qualify a student.)
  - ACT math sub-score of a 17 or higher.
  - COMPASS pre-algebra score of 43 or higher.
  - COMPASS algebra score of 1 or higher.
  - Students who do not meet one of the above requirements, but have met all other A+ criteria, may enroll at an A+ eligible postsecondary institution under A+ probationary status. Once the student successfully completes one semester at a postsecondary institution with a 2.5 GPA, the student may qualify for A+ benefits.

### **Attendance**

- *Maintain a four-year attendance record of 95 percent or higher.*
  - Students must attend an A+ designated high school full-time or a minimum of four (4) hours per day, for three consecutive years immediately prior to high school graduation. (Students may transfer to or from another designated A+ school and retain their eligibility.) Students must maintain a 95 percent or better attendance record for the freshman through senior years in order to meet the attendance requirement of the A+ Schools Program. Attendance will NOT be rounded up: e.g., 94.9 percent will NOT be translated to 95 percent.
  - The attendance office will keep the official attendance record for each student enrolled in our school.
  - All students participating in the A+ Schools Program will have their attendance records reported to the A+ Schools office each quarter.
  - Parents/guardians and students will be provided information on the student's attendance each grading period on the student's report card.
  - 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 tied to a **MAJOR** illness, injury, or personal catastrophe. Appeals for an illness or injury require a doctor's note for each incident of illness or injury. (Vacations taken during the school year, as well as on-going routine doctor, dentist, and orthodontist appointments are NOT appealable since they do not fall under the category of major illness, injury or catastrophe.)
  - The guidelines for an attendance appeal will be as follows:
    - Submission of proper documentation and an *Attendance Appeal Form* are required to be submitted to the A+ Schools Office.
    - The A+ Attendance Appeals Committee will meet to determine if an attendance waiver will be granted. The committee will be composed of the following:
      - Guidance Counselor
      - Assistant Principal
      - Teacher
      - A+ Coordinator (facilitator/non-voting member)

- Parents/guardians and students making attendance appeals will be notified in writing of the committee's decision.
- Further appeals must be made in writing first to the Superintendent and then to the Board of Education.
- Copies of all the forms and communications associated with an appeal will be placed in the student's file.

**Tutoring/Mentoring** (*Effective July 2011*)

- *Graduate with fifty (50) documented hours of unpaid tutoring/mentoring of students in an approved setting. Students can supplement 12.5 hours of the total 50 hour requirement through a Job Shadowing experience.*
  - Prior to participating in the tutoring component of the A+ Schools Program, a student must:
    - Earn seven (7) units of credit and demonstrate academic progress by earning a GPA of 2.5 or higher during the previous semester or a cumulative GPA of 2.5 or higher.
    - Sign and have on file the **A+ Schools Program Agreement** and the **A+ Schools Program Citizenship Guidelines**.
    - Demonstrate the traits of "good citizenship."
  - Sign and submit the **A+ Tutoring/Mentoring Agreement** in which the student agrees to accept the following responsibilities:
    - Obtain approval for tutoring/mentoring assignments through the A+ Schools office.
    - Attend the required training session.
    - Provide fifty (50) hours of unpaid tutoring/mentoring in approved settings.
    - Arrive promptly and attend regularly.
    - Work with a positive attitude and willingly assume 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.
    - Follow the guidelines presented at tutor training sessions and the District's disciplinary guidelines.
  - All tutoring/mentoring activities will be:
    - Unpaid.
    - Academic in nature.
    - Conducted on school district premises.
    - Supervised and verified by a teacher, principal, or counselor. (Only those activities that have been verified with a timesheet signed by the tutoring supervisor will be counted toward the fifty-hour requirement.)
    - Scheduled to take place outside of the regular high school day unless pre-approved by the building principal.
    - Scheduled through the A+ Schools Office.
  - A student may NOT tutor/mentor until he/she has attended the required training session.



Tutor/mentor training sessions will be offered at various times throughout the school year.

- Only trained tutors/mentors will be called for special events.
- All tutoring/mentoring hours must be documented with a time sheet. These time sheets are available in the A+ Schools Office and it is the responsibility of the tutor/mentor to submit them to the A+ Office in a timely manner (preferably on a weekly basis).
- Only those tutoring/mentoring experiences completed AFTER enrollment in the A+ Program may be submitted to the A+ Office.
- All tutoring/mentoring must be completed prior to May 1 of the graduation year.
- A student's documentation and/or tutoring/mentoring hours may be audited at any time.
- Students may earn tutoring/mentoring hours for two years of Fifth Grade Camp counseling. Additional hours for camp will not be counted toward A+ tutoring/mentoring hours.

➤ **Job Shadowing Experience** – Supplements up to 12.5 hours toward 50 hours of required tutoring/mentoring.

- Job shadowing may be done beginning freshman year.
- Job shadowing is an opportunity to see first-hand what goes on in the workplace.
- Students have the opportunity to explore a variety of careers.
- Job shadowing is a non-paid observation in a real situation with real equipment in real time.
- Opportunity to observe a craft/skill and to learn about work, yourself, and others.
- Opportunity to see how academic learning is applied in the workplace.
- Students interested in Job Shadowing should see their A+ Coordinator to request a Job Shadowing Packet that must be completed prior to any job shadowing experience being assigned for A+ hours.

## **Citizenship**

➤ *Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.*

- Students participating in the A+ Schools Program must maintain a record of “good citizenship” to qualify for post-secondary financial assistance.
- During the second semester of an A+ student's senior year, the appropriate principal will complete the *Citizenship Eligibility Report* and indicate on the form whether or not the student has maintained “good citizenship.”
- Citizenship violations will result in the following:
  - A+ Probation
    - Any student who receives eleven (11) or more days of ZAEP (in-school suspension) during a school year will be placed on probation for the remainder of the year.
    - Any student who receives five (5) days of out-of-school suspension during his/her high school career will be placed on probation for a full school year (175 days) following the incident that puts him/her at 5 or more days of out-of-school suspension. If the student commits no more offenses resulting in ZAEP or out-of-school suspension within the 175 days or if the student

graduates, the student will regain good standing in the A+ Program as long as he/she does not incur five (5) or more days of out-of-school suspension for the remainder of his/her high school career. Due to timeline considerations for seniors, The A+ Coordinator and/or Building Principal have the authority on a case-by-case basis to allow students placed on probation to complete tutoring hours required for program completion.

Immediate Disqualification from the A+ Program

- Any student who receives additional ZAEP days or out-of-school suspension while on probation for previous ZAEP or out-of-school suspension will be automatically disqualified from the A+ Schools Program. An appeal process is available for these students.
  - Suspension(s) resulting in a ten (10) day or accumulation of ten (10) or more days automatically disqualifies a student from the A+ Program. An appeal process is available for these students.
- The following offenses will result in immediate disqualification from the A+ Schools Program:
    - Possession, use, sale or transfer of alcohol, drugs, narcotics, or any substance represented to be such
    - Possession of drug paraphernalia
    - Assault
    - False fire alarm/bomb threats and misuse of emergency equipment
    - Criminal activity as defined by the Safe Schools Act:
      - First and second degree murder
      - Kidnapping
      - First and second degree assault
      - Forcible rape and sodomy
      - First and second degree burglary
      - Robbery
      - Distribution of drugs
      - First degree arson
      - Voluntary/involuntary manslaughter
      - Sexual assault
      - Felonious restraint
      - Property damage
      - Possession of a weapon (under weapon provisions of Chapter 571 Missouri Revised Statutes)
      - Child molestation
      - Deviate sexual assault
      - Sexual misconduct involving a child
      - Sexual abuse
- Should violations occur, the A+ Schools Office will notify parents of student's disqualification from the A+ Schools Program.

- Disciplinary decisions regarding a student’s record of “good citizenship” may be appealed using the following process:
  - Anyone making an appeal should use the *A+ Appeal of Citizenship Form* available from the A+ Schools Coordinator.
  - The basis of the appeal must be submitted in writing through the office of the A+ Schools Coordinator. The student/parents may also choose to address the A+ Citizenship Appeals Committee in person.
  - Upon receiving a written appeal, the A+ Schools Coordinator will convene the A+ Citizenship Appeals Committee, within 30 working days, composed of the following members:
    - Guidance Counselor
    - Disciplining Principal
    - Teacher
    - Central Office Administrator
    - A+ Coordinator (The A+ Coordinator will act as facilitator and a non-voting member unless the decision results in a tie vote.)
  - The decision of the A+ Citizenship Appeals Committee will be delivered in writing within 10 working days. Due to timeline considerations for seniors, The A+ Citizenship Appeals Committee has the authority on a case-by-case basis to allow students placed on probation to complete tutoring hours required for program completion.
  - Further appeals must be made in writing first to the Superintendent and then to the Board of Education.
  
- Copies of all the forms and communications associated with an appeal will be placed in the student’s file.

### **Selective Service**

- Effective August 28, 1999, all individuals required to register with the Selective Service must do so to be eligible for state-supported scholarships, programs for financial assistance for post-secondary education or loans insured by any state agency.

### **Post-Secondary Financial Aid**

- *Make a good faith effort to secure all available post-secondary student financial assistance funds that do not require repayment.*
  - Post-secondary institutions require A+ students to complete a Free Application for Federal Student Aid (FAFSA) during the second semester of their senior year.
    - The FAFSA form is available in the Career Center of the high school.
    - Parents are encouraged to apply as soon as possible after January 1 of the student’s senior year. (Income taxes must be completed first.)

- The FAFSA may be submitted through the mail or over the Internet, [www.fafsa.ed.gov](http://www.fafsa.ed.gov). (Electronic submission of this form is highly recommended and the high schools offer workshops each year to help parents with this application process.)
- 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.
- If a student plans to attend summer school at a community college immediately after high school graduation, he/she should notify the A+ Schools Coordinator before November 1 of his/her senior year. He/she may need to submit two applications for federal student aid--one for each of two calendar years.

## **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
- Begin job shadowing, if interested

### **Sophomore Year**

- Submit *A+ Tutoring Placement Request and Approval*
- Attend required training session
- Begin tutoring hours
- Maintain GPA, attendance, and citizenship requirements

### **Junior Year**

- Update *A+ Tutoring Placement Request and Approval*
- Continue tutoring hours
- Maintain GPA, attendance, and citizenship requirements

### **Senior Year**

- 1<sup>st</sup> Semester
  - Update *A+ Tutoring Placement Request and Approval*
  - Complete tutoring hours
  - See A+ Coordinator if you intend to go into summer school immediately upon graduation
  - Maintain GPA, attendance, and citizenship requirements
- 2<sup>nd</sup> Semester
  - Submit the Free Application for Federal Student Aid (FAFSA)
  - Maintain GPA, attendance, and citizenship requirements
  - Submit Social Security Number to A+ office – A Social Security Number is required by the State of Missouri for processing A+ Applications.
- Upon their eighteenth (18th) birthday, males must register for the Selective Service.

## **Monitoring A+ Status**

At the end of each semester, each participating student and his/her parents/guardians may request a status update reporting his/her progress in each of the required areas. Three of the five requirements are part of the report card: attendance, GPA, and tutoring hours. Any questions about this information should be directed to the A+ Schools Coordinator.

## **Receiving A+ Certification**

Following graduation, the A+ Schools Coordinator will submit the names and social security numbers of students that successfully met all of the A+ Schools requirements 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.

## **Maintaining Post-Secondary A+ Eligibility**

To maintain eligibility, each participating student must during the four (4) year period of incentive availability:

- Enroll and attend on a full-time basis a Missouri General Assembly approved institution.
- Upon enrollment in an A+ community college or vocational/technical school, the A+ student should immediately inform the college A+ contact person (generally a financial aid officer) that he/she is an A+ student.
- Maintain a cumulative grade point average of 2.5 or higher on a 4.0 scale.
- Make a good faith effort to secure federal post-secondary student financial assistance each year.

# FORMS

## FORT ZUMWALT SCHOOL DISTRICT A+ SCHOOLS PROGRAM AGREEMENT

East High School \_\_\_\_ North High School \_\_\_\_ South High School \_\_\_\_ West High School \_\_\_\_ Hope High School \_\_\_\_

**I wish to participate in the A+ Schools Program.**

*If state funds are available and our high school continues designation as an A+ School prior to my graduation, I may receive reimbursement for college expenses determined by the Missouri General Assembly while attending a Missouri public community college or public vocational/technical school on a full-time basis. This reimbursement may be for the unpaid balance of the cost of tuition, general fees and up to fifty percent (50%) of the book cost subject to legislative appropriation. This financial assistance is on the condition that I meet the following requirements:*

1. Attend an A+ designated school for three (3) consecutive years immediately prior to graduation.
2. Graduate from high school with a grade point average of 2.5 or higher on a 4.0 scale (non-weighted GPA).
3. Have at least 95 percent attendance record for the four-year period.
4. Meet minimum math assessment score.
5. Graduate with fifty (50) documented hours of unpaid tutoring of students in approved settings.
6. Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
7. Make a good faith effort to secure federal post-secondary student financial assistance funds during the last semester of senior year.
8. All males who reach their 18<sup>th</sup> birthday must register for the Selective Service.

*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 vocational/technical school or other post-secondary institutions approved by the Missouri General Assembly.
2. Maintain a grade point average of 2.5 or higher on a 4.0 scale.
3. Make a good faith effort to secure federal post-secondary student financial assistance each year.

Student Signature	Date	Parent/Guardian Signature	Date
A+ Coordinator Signature	Date	Principal Signature	Date

**PLEASE PRINT THE FOLLOWING INFORMATION:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Anticipated Graduation \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Student Social Security Number: \_\_\_\_\_ (This number is currently required by the Missouri Dept. of Elementary and Secondary Education.)

*\*The financial incentives of the A+ Schools Program are dependent upon our Fort Zumwalt high school's continued designation as an A+ School and state appropriations from the Missouri General Assembly. They are not the funding responsibility of the Fort Zumwalt School District.*



East High School	_____
North High School	_____
South High School	_____
West High School	_____

**Fort Zumwalt School District  
A+ Schools Program  
ATTENDANCE APPEAL FORM**

Date of Appeal \_\_\_\_\_

Student Name \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Address \_\_\_\_\_  
(number) (street) (city) (zip)

Telephone Number \_\_\_\_\_

This request is to appeal a school absence for the following:

Semester: (check one) \_\_\_\_\_ First \_\_\_\_\_ Second School Year: \_\_\_\_\_

In the space below, please indicate the date(s) of the absence(s) as well as the reason for the absence(s). Please attach documentation in the form of a doctor's note, for each day of absence being appealed, on office letterhead or prescription pad, proof of hospitalization, etc. for review by the A+ Attendance Review Committee.

**DATE OF ABSENCE(S)**

**REASON FOR ABSENCE(S)**

_____	_____
_____	_____
_____	_____
_____	_____

*(Attach additional sheets if necessary)*

<b>A+ Office Use Only:</b>			
Date Appeal Received	_____	Appeal Accepted	_____
Date Appeal Committee Met	_____	Days/Hours Waived	_____
Date Decision Letter Sent	_____	Appeal Denied	_____

East High School	_____
North High School	_____
South High School	_____
West High School	_____

**FORT ZUMWALT SCHOOL DISTRICT**  
**A+ Schools Program**  
**A+ TUTORING AGREEMENT**

**STUDENT INFORMATION:**

Name: \_\_\_\_\_  
(last) (first) (middle initial)

Home Address: \_\_\_\_\_  
(number) (street) (city) (zip)

Home Phone: \_\_\_\_\_ Age \_\_\_\_\_ Sex: M F Grade \_\_\_\_\_  
(circle one)

**STUDENT / PARENT AGREEMENT:**

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

- Obtain approval for tutoring assignments through the A+ Schools Program office.
- Attend the required training session.
- Provide 50 hours of unpaid tutoring in approved settings.
- Arrive promptly and attend regularly. (In the event of an emergency, I will notify the school where I am assigned to tutor or the supervising teacher.)
- 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.
- Follow the guidelines found in the A+ Tutoring Manual and the Fort Zumwalt District disciplinary guidelines.

I agree to accept the opportunities and obligations associated with the tutoring component of the A+ Schools Program. 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, and I give my permission for him/her to participate in the required tutoring activities. I understand that my son/daughter is responsible for his/her transportation to and from these activities.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The conduct of the student listed above has been satisfactory and in accordance with the standards of good discipline. He/she is considered a credible citizen and therefore eligible to participate in the tutoring component of the A+ Schools Program.		
<b>Principal's Signature</b> _____	<b>Date</b> _____	6/10



East High School	_____
North High School	_____
South High School	_____
West High School	_____

**Fort Zumwalt School District  
A+ Schools Program  
Tutoring Time Sheet**

Name \_\_\_\_\_ Grade \_\_\_\_\_

Month \_\_\_\_\_ Year \_\_\_\_\_ Tutoring Location \_\_\_\_\_

Date	Time From To	Total Time	Name(s) of Student Tutored & Description of Activity	Supervisor's Signature

Total for Sheet:

- It is the student's responsibility to complete, sign, and submit this time sheet to the A+ Schools Program office each week.
- Credit for tutoring hours must be approved by the A+ Office.
- Only those tutoring experiences completed AFTER enrollment in the A+ Program may be submitted to the A+ Office.

**Student's Signature:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_  
*(A+ Coordinator or Secretary)*

**Recorded By:** \_\_\_\_\_

**FORT ZUMWALT SCHOOL DISTRICT  
PARENT/GUARDIAN PERMISSION FORM  
(Job Shadowing Experience)**

Date: \_\_\_\_\_

I, \_\_\_\_\_, hereby give  
(parent/guardian name)  
permission for \_\_\_\_\_ to participate in a job shadowing  
(student name)  
experience on \_\_\_\_\_. This experience will take place at  
\_\_\_\_\_ located at \_\_\_\_\_ from  
(business/organization name) (business/organization address)  
\_\_\_\_\_ to \_\_\_\_\_. I understand that it is my responsibility to provide  
(time leaving school) (time returning to school)

transportation for my student to and from the job-shadowing site. School rules and regulations will be observed by my child.

In case of an emergency, call the following emergency phone numbers.

Phone Number	Name	Relationship

I understand that my child must present the “Job Shadowing Verification” form to be excused from school. I further understand that the District will not be liable for any injuries sustained by the student’s participation in this program.

I have read the above information and fully understand and agree with the content.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

A+ Office Approval: \_\_\_\_\_  
Date: \_\_\_\_\_

## **Suggested Questions to Ask During 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, including 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 worst part of your job?
7. What previous experience did you find useful for this job?
8. What skills or interests do you use while at your job?
9. What are the most important skills required for this job?
10. What advice do you have for someone entering this field of work?
11. With what other people do you work most closely?
12. What do you think the demand will be for this job in the future?
13. Do computers play a large role in your job? If so, how much?
14. Can you recommend any other people or businesses that I can contact for additional information/experience?

(This form serves as verification for student absences and must be submitted to the A+ Office as soon as possible after the shadowing event.)

## Job Shadowing Verification Form

(Please Print!)

Student's Name: \_\_\_\_\_ Date Shadowed: \_\_\_\_\_

Employer Shadowed: \_\_\_\_\_ Employer's Occupation: \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
(Company Name) (Street Address) (City)

Employer's Phone No.: \_\_\_\_\_ Employer's Fax No.: \_\_\_\_\_

To be completed by employer:

The above student met with me on \_\_\_\_\_ for \_\_\_\_\_ hours. I was able to share about

- \_\_\_\_\_ Specific skills needed for my job
- \_\_\_\_\_ Specific education needed for my job
- \_\_\_\_\_ Ways the student can prepare for employment in my field
- \_\_\_\_\_ What I like best about my career
- \_\_\_\_\_ Some frustrating parts of my job
- \_\_\_\_\_ Future outlook for my profession

\_\_\_\_\_ The student also had an opportunity to observe me working in my employment surroundings.

\_\_\_\_\_  
Employer Signature

To the Employer: Please return this form as soon as possible to:

A+ Coordinator  
<High school Name>  
<High School Address>  
<Phone Number>  
<FAX Number>

## POST-SHADOWING REPORT

(To be submitted to your guidance counselor at your post-visit follow-up session.)

Student's Name: \_\_\_\_\_

Business Name/Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names/Positions of People Shadowed:  
\_\_\_\_\_  
\_\_\_\_\_

Date of Shadowing: \_\_\_\_\_

1. Please write a short summary of the activities you observed during your shadowing experience.
2. Please describe how this shadowing experience has confirmed or changed your career plans. (You may use your pre-visit expectations to complete this section.)
3. Do you feel this shadowing benefited you?    \_\_\_\_\_ Yes                      \_\_\_\_\_ No
4. Would you recommend this business site to other students?
5. Please attach copies of any brochures, pamphlets, etc. that you received during this experience.

\_\_\_\_\_  
Signed (Student Shadow)



## **FORT ZUMWALT SCHOOL DISTRICT**

### **A+ PROGRAM CITIZENSHIP GUIDELINES**

Students participating in the A+ Schools 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 the A+ Schools Program. His/her conduct shall be satisfactory in accord with the standards of good discipline.

During second semester of the student's senior year, a "Citizenship Eligibility Report" will be presented to the appropriate principal. The principal will determine eligibility by indicating on the form whether or not the student has maintained "good citizenship." If the student's citizenship record is acceptable, a form will be placed in the student's A+ folder. An A+ Citizenship Appeals Committee will be assembled to rule on exceptions or unique situations.

#### **DISQUALIFICATION:**

The parent will be notified by the A+ Schools Office if disqualification results from any of the following:

- I. Suspension due to chronic discipline violations and/or suspension resulting in ten (10) or more days and/or with additional days added by the superintendent.
- II. Possession, use, sale or transfer of alcohol, drugs, narcotics, or any substances represented to be such.
- III. Possession of drug paraphernalia
- IV. Assault
- V. False fire alarm/bomb threats and misuse of emergency equipment
- VI. Criminal Activity as defined by the Safe Schools Act:
  1. First and second degree murder
  2. Kidnapping
  3. First and second degree assault
  4. Forcible rape and sodomy
  5. First and second degree burglary
  6. Robbery
  7. Distribution of drugs
  8. First degree arson
  9. Voluntary/involuntary manslaughter
  10. Sexual assault
  11. Felonious restraint
  12. Property damage
  13. Possession of a weapon (under weapon provisions of Chapter 571 Missouri Revised Statutes)
  14. Child molestation
  15. Deviate sexual assault
  16. Sexual misconduct involving a child
  17. Sexual abuse

#### **DISCIPLINARY APPEAL PROCESS:**

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

- I. Anyone making an appeal should use the "A+ Appeal of Citizenship Form" available from the A+ Schools Coordinator.
- II. The basis of the appeal must be submitted in writing through the office of the A+ Schools Coordinator. The students/parents may make the appeal in writing or make a presentation before the A+ Citizenship Appeals Committee.
- III. 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
  - The disciplining Principal
  - A teacher from the high school
  - A central office administrator
  - A+ Coordinator

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+ SCHOOLS PROGRAM**

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

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

Student Signature: \_\_\_\_\_ Student Name (printed) \_\_\_\_\_



East High School \_\_\_\_\_  
North High School \_\_\_\_\_  
South High School \_\_\_\_\_  
West High School \_\_\_\_\_

**Fort Zumwalt School District**  
**A+ Schools Program**  
**A+ APPEAL OF CITIZENSHIP FORM**

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Date of Appeal \_\_\_\_\_

Student Name \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Address \_\_\_\_\_  
(number) (street) (city) (zip)

Telephone Number \_\_\_\_\_

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This request is to appeal the notification of citizenship disqualification received during:

**Semester:** (*check one*) \_\_\_\_\_ First \_\_\_\_\_ Second      **School Year:** \_\_\_\_\_

In the space below, please indicate the basis of your appeal concerning your denial of citizenship certification for the A+ Schools Program.

*(Attach additional sheets if necessary)*

**A+ Office Use Only:**

Date Appeal Received \_\_\_\_\_      Appeal Accepted \_\_\_\_\_

Date Appeal Committee Met \_\_\_\_\_      Appeal Denied \_\_\_\_\_

East High School	_____
North High School	_____
South High School	_____
West High School	_____

**FORT ZUMWALT SCHOOL DISTRICT  
A+ Schools Program  
CITIZENSHIP ELIGIBILITY REPORT**

Student Name \_\_\_\_\_

\_\_\_\_\_ ***The conduct of the student listed above has been satisfactory*** in accordance with the standards of good discipline. He/she is considered a creditable citizen and therefore meets the citizenship requirements of the A+ Schools Program.

\_\_\_\_\_ ***The conduct of the student listed above has not been satisfactory in accordance with the standards of good discipline. He/she is not considered a creditable citizen and therefore does not meet the citizenship requirements of the A+ Schools Program.***

Safe Schools Violation (if applicable): \_\_\_\_\_

Other Reason(s) for Disqualification: \_\_\_\_\_

\_\_\_\_\_

Principal's Signature _____	Date _____
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## ***FOR MORE INFORMATION***

**East High School**  
600 First Executive Avenue  
St. Peters, MO 63376  
636-477-2400

**Hope High School**  
307 W. Pitman  
O'Fallon, MO 63366  
636-379-5300

**North High School**  
1230 Tom Ginnever Blvd.  
O'Fallon, MO 63366  
636-379-2902

**South High School**  
8050 Mexico Road  
St. Peters, MO 63376  
636-978-1212

**West High School**  
1251 Turtle Creek Drive  
O'Fallon, MO 63366  
636-379-0300

**Fort Zumwalt School District**  
[www.fz.k12.mo.us](http://www.fz.k12.mo.us)

**A+ Schools Program (Commonly Asked Questions)**  
<http://dese.mo.gov/divimprove/aplus/proginfo/q&a/A+question&answers.html>

***Do you wish to contact your legislator?***

**Missouri House of Representatives**  
State Capitol Building  
201 West Capitol Avenue  
Jefferson City, MO 65101

**Missouri Senate**  
Missouri State Senate  
State Capitol Building  
201 West Capitol Avenue  
Jefferson City, MO 65101

To determine your Representative or Senator, visit:  
[http://www.senate.mo.gov/llookup/leg\\_lookup.aspx](http://www.senate.mo.gov/llookup/leg_lookup.aspx)

*The Fort Zumwalt School District includes the following districts:*

- *House: 12, 13, 14, 15, 16, 17, and 18*
- *Senate: 2 and 23*