

KINGSTON SENIOR HIGH SCHOOL



A+ MANUAL
2023-2024

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INTRODUCTION

The Outstanding Schools Act of 1993 established the A+ School Program to improve educational experiences in Missouri's high schools. The goals of the A+ Program are:

1. All students graduate from high school,
2. All students complete a challenging selection of high school course work which have identified learning expectations,
3. All students proceed from high school graduation to a college or postsecondary vocational or technical school or a high wage job with workplace skill development opportunities.

All students will benefit from the improved curriculum and programming as a result of the A+ School Program. All students are encouraged to participate in the A+ Student Financial Incentive Program that will allow them to receive two years of tuition and fees to a Missouri community college or vocational or technical school. There are three factors that will impact the availability of tuition reimbursement to a particular student. First, Kingston Senior High School must meet and maintain all the requirements for A+ School designation. Second, state funding must be available and as with any state program the A+ Schools Program is subject to the political process of developing and adopting a budget. Third, the student must meet all the criteria outlined in the A+ Schools Program and the participation agreement which the student signed.

The first step of participation in the A+ School Program is the signing and the submitting of the A+ Schools Agreement. It is then the responsibility of the student to continue to meet the requirements to be certified as an A+ Student upon graduation. This manual clearly describes the eligibility criteria for those students who wish to take advantage of this part of the A+ School Program upon graduation. It is the responsibility of the A+ Coordinator to certify to the State of Missouri the students who have achieved this status upon graduation. Some students may not meet the requirements to become certified as an A+ student at graduation. It is the responsibility of the A+ Coordinator to notify the student and parents if it is determined that a student is not eligible for A+ student status.

This manual is designed to present the guidelines and policies that will be applied to all students and followed by Kingston Senior High School. Parents, students, and employees of the Kingston K-14 School District should be knowledgeable about and clearly understand the requirements of the A+ School Program. Please read this information carefully. It is the responsibility and intent of Kingston Senior High School to establish and administer the A+ School Program in a fair and consistent manner for all students. If there are any questions about the A+ School Program or the information contained in this manual, please call the A+ School Coordinator at 573-438-4982 ext. 3.

STUDENT ELIGIBILITY

One of the student benefits of the A+ School Program is the opportunity to earn two years of tuition, books, and fees to a Missouri public community college or vocational or technical school. To be eligible for these financial incentives, a student must be certified as an A+ Student of Kingston Senior High School. The A+ Coordinator, as the official local representative of the A+ School Program, has the responsibility to certify if a graduate of Kingston Senior High School has met the criteria for certification. To be certified as an A+ Student, a student must complete the following criteria before graduation:

- ❖ Enroll in and attend a designated A+ high school for two (2) years prior to graduation.
 - 2020 High School Seniors and Forward—who attended an A+ designated high school for any 2 years of the 4 years prior to high school graduation have met this requirement. 2018 and 2019 seniors who attended an A+ designated high school for any three of the four years prior to high school graduation have met this requirement. In addition, regardless of your graduation year, if one of your parents is a member of the military on active duty or has retired from the military and relocated to Missouri within one year of their retirement, you are exempt from this requirement. However, you must attend an A+ designated high school in the school year immediately preceding graduation and meet all of the other high school eligibility requirements.
 - Enrollment at all A+ designated high schools attended during the two (2) year period prior to the student’s graduation must total a minimum of eighty percent (80%) of the instructional days required by the high school from which the student graduates. Interruptions in enrollment cumulatively totaling no more than twenty percent (20%) of instructional days in the two (2) year period may occur consecutively or intermittently.
- ❖ Make a good faith effort to first secure all available federal sources of funding that could be applied to the A+ Scholarship reimbursement.
- ❖ Be a U.S. citizen or permanent resident.
- ❖ Enter into a written agreement with Kingston Senior High School prior to graduation.
- ❖ Graduate with an overall grade point average of 2.5 or higher on a 4.0 point scale.

- ❖ Have at least a cumulative ninety-five percent (95%) attendance record overall for grades nine through twelve (9-12).
- ❖ Perform at least 50 hours of unpaid tutoring or mentoring of students.
 - When there are circumstances beyond a student’s control, Kingston Senior High School may extend the time period for completing this requirement on a case-by-case basis, not to exceed (6) months beyond the official date of high school graduation.
- ❖ Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol while in grades 9-12.
- ❖ Beginning with the high school senior class of 2015, achieve a score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course exam in the field of mathematics.
 - **2018 High School Seniors and Forward** - If you meet all of the eligibility requirements except the end of course exam requirement, you may establish eligibility by achieving a combined ACT math subscore and high school GPA in accordance with the following scale. You may achieve the qualifying score as a high school or postsecondary student. If you achieve the score as a post you may be eligible for an award in the same term that you take the test.

ACT MATH SCORE	HIGH SCHOOL GPA 4.0 SCALE
17 or Greater	2.5 or greater
16 or Greater	2.8 or greater
15 or Greater	3.0 or greater

- If you have already received an associate degree or baccalaureate degree you are not eligible for the A+ scholarship program.

A+ AGREEMENT

The first step in participating in the A+ Student Incentive Program is for the student and parent to read and sign the A+ School Agreement that can be obtained from the A+ Coordinator. The student must turn this agreement into the A+ Coordinator. The A+ Coordinator will establish an A+ School file for the student and all documentation of A+ activity will be kept in this folder.

ENROLLMENT REQUIREMENT

In order for a student to meet the requirement of enrolling in and attending Kingston Senior High School, the student must meet the following criteria:

- ❖ Attend a designated A+ high school for 2 years prior to graduation.
 - Enrollment at all A+ designated high schools attended during the two (2) year period prior to the student's graduation must total a minimum of eighty percent (80%) of the instructional days required by the high school from which the student graduates. Interruptions in enrollment cumulatively totaling no more than twenty percent (20%) of instructional days in the two (2) year period may occur consecutively or intermittently.
- ❖ Enter into a written agreement Kingston Senior High School prior to graduation.

GRADE POINT REQUIREMENT

The A+ Student must graduate with a cumulative grade point average of a 2.5 on a 4.0 scale. The A+ Program must also use the unweighted grade point average. Additional statements to clarify A+ School policy on grade point are listed below.

- ❖ Grade point average is figured only at the end of each semester and is cumulative for all four years.
- ❖ Average or rounding up to the next highest grade point will not be allowed. A 2.4999 gpa at graduation will not allow a student to qualify based upon the criteria set forth by the Missouri Department of Higher Education.
- ❖ Each semester the cumulative grade point information will be printed / displayed on the student's report card and is accessible anytime by logging into Parent or Student Portal through SIS K-12.

- ❖ The student's official transcript will serve as evidence of the grade point average for admission into a Missouri public community college or vocational or technical school.

ATTENDANCE REQUIREMENT

Generally, there are 172 student attendance days per school year. Based on this number, a student who exceeds 32 absences over 4 years will have less than 95% attendance and will therefore not qualify for A+ reimbursement. Attendance is averaged and cumulative over 4 years. Any student transferring to Kingston High School who is ineligible because of attendance from their sending school will also be considered ineligible at Kingston Senior High School.

The A+ Program makes no distinction between Verified and Unverified absences. Many Verified absences, including those which a parent or school official is aware of in advance, count against the student's attendance average. Student absences for vacation, family emergency, funeral, or short-term illnesses do not qualify a student to have that absence waived. A parent/guardian must contact the A+ Coordinator when extenuating circumstances such as health problems or accident-related injuries may cause a student to miss school and be placed on homebound services.

The following guidelines and procedures will be in effect when certifying that the A+ Student has met the required 95% attendance rate for four years:

- ❖ The cumulative attendance information given to the A+ School Coordinator will come from the official attendance record kept by Kingston Senior High School.
- ❖ The cumulative attendance record will be kept for a four year period from the beginning of the A+ Student's freshman year until graduation.
- ❖ If the Kingston K-14 School District dismisses school then the students will not be considered absent. If a bus from the Kingston K-14 School District does not run the complete route due to weather conditions, etc. then the student will be counted as an excused absence. Likewise, if Richwoods School District dismisses school, students from Richwoods School District will be counted as an excused absence.
- ❖ There is no exception to the 95% attendance requirement. No doctor's notes or other circumstances will initiate a waiver of this requirement, but a student placed on homebound instruction through official application will be considered in attendance at KHS.
- ❖ Only in extreme cases may a student and parents appeal to the committee concerning attendance problems. If a student does not have 95% attendance at

the end of his/her senior year, the parents and/or student should use the “A+ Attendance Appeal Form.”

- o The following absences count against the student’s attendance average:
 - Routine/ordinary illnesses, doctor visits, and dental appointments
 - Work/Job interviews
 - Personal/family travel or vacations
 - Personal transportation problems
 - Weddings
 - Funerals
 - Non-school sponsored activities

- o The following absences do not count against the student’s attendance average in meeting the 95% A+ requirement:
 - Absences coded as school-sponsored activities
 - Absences coded as pre-approved, documented college visits (up to one per junior year, up to two per senior year)
 - Absences coded as part of a disability accommodation plan
 - Absences coded as KHS District-provided Homebound Instruction

- ❖ Students with specific health histories must make sure that the medical documentation of chronic or long term health related problems are on file with the school nurse if the health problem or documentation are to be considered in a possible review situation.

A+ ATTENDANCE REVIEW PROCESS

An Appeal may only be filed for a citizenship violation or an attendance review. No appeals are allowed for grade point average. Any and all attendance appeals must be filed before May 1st of a student’s senior year before they graduate from Kingston Senior High School.

In reviewing a student’s final attendance average, the entire attendance history (Grades 9-12) is considered. An A+ participant must have a cumulative attendance rate of 95% at the time of graduation. A student with 94.9999% or lower will not qualify for eligibility since the attendance average is not rounded up. After exceeding a cumulative total of 32 days of absences, a parent or student may file an appeal for an attendance review.

- ❖ Parents submitting an A+ Attendance Appeal Form for a review of days missed shall provide the A+ Coordinator with official documentation stating the reasons why the student was absent from school. Only absences involving extreme extenuating circumstances will be considered, such as extensive medical needs, funerals, and court/legal matters. Verification letters from the appropriate agencies including specific dates and times from which the student should be considered waived, must be provided. Waivers may not be issued for absences that include truancy, skipping classes, vacation, transportation problems, school suspensions, work, driver's test, and non-emergency situations. The A+ Coordinator will then meet with the committee to review the request and decide if a waiver of absence for A+ School certification will be granted.
- ❖ If a waiver is granted, the appealed days remain a part of a student's A+ attendance record but those absences accepted for waiver will not be calculated as part of the 95% attendance for A+ status.
- ❖ After the committee has reviewed the appeal and reached a decision, the A+ Coordinator will notify the parents of the decision. The decision of the Appeals Committee is final.

TUTORING/MENTORING REQUIREMENT

The law requires A+ Students to perform fifty (50) hours of unpaid tutoring/mentoring with students. These hours must be documented before an A+ Student graduates from Kingston Senior High School. The following guidelines and procedures will be used to meet tutoring/mentoring requirements:

- ❖ All tutoring/mentoring activities must be sponsored by and coordinated through Kingston Senior High School.
- ❖ An official log sheet must be filled out in ink by the student for each activity session and signed by the school official in charge of the tutoring/mentoring activity. This should be turned into the A+ Coordinator at the end of each month or sooner.
- ❖ The tutoring/mentoring may be done during the school year, during summer school, or during the after school program.
- ❖ All tutoring/mentoring must be done on school premises unless specific permission is given by the A+ Coordinator.
- ❖ All tutoring/mentoring activities should end prior to graduation. All paperwork must be completed and turned in before graduation. When there are circumstances beyond a student's control, Kingston Senior High School may extend the time period for

completing this requirement on a case-by-case basis, not to exceed (6) months beyond the official date of high school graduation.

❖ A+ Student responsibilities for tutoring/mentoring are:

1. Be present at the agreed upon day and time for the activity.
2. Notify the staff member in charge if an absence must occur. Notification must take place on or before the day of the scheduled activity.

❖ The following is a list of the possible opportunities that will count toward the 50 hours of unpaid tutoring/mentoring requirement of the A+ School Program.

1. Cadet Teaching.
2. Summer School
3. After School Tutoring as part of 21st Century / Cougar College Program.
4. Other activities approved by the A+ Steering Committee.

❖ Note: Only the minutes when actual tutoring/mentoring occurs will count.

CITIZENSHIP REQUIREMENT

Students are to maintain good citizenship during their four high school years. The citizenship requirement begins the first day of enrollment at Kingston Senior High School regardless of whether an A+ Agreement is on file. Citizenship records of transfer students will be evaluated individually before enrollment into the A+ Program. Certification of good citizenship will be based on the official discipline record maintained in the Administrative Office at the high school. Consequences for infractions of the discipline code are assigned by the Principal or designee and that administrator is responsible for certifying the accuracy of the student's discipline record.

PROBATIONARY STATUS AND DISQUALIFICATION

The following procedures will be used for any student who violates the citizenship requirement of the A+ Program and is referred to the office.

❖ PROBATIONARY STATUS

- o Any student who is placed on chronic offender status will meet with the A+ Coordinator and will be placed on probation for the remainder of their high school career. Parents and/or legal guardians will be contacted by phone and will receive a copy of the probationary letter in the mail.

❖ DISQUALIFICATION

- Any student who is placed on chronic offender status for a second time during their high school career will be disqualified from the A+ Program. In addition, if a student is on chronic offender status and reaches ten (10) office referrals in their senior year without previously reaching chronic offender status in a previous year, they will be disqualified from the A+ Program. Parents and/or legal guardians will be contacted by phone and will receive a copy of the removal letter in the mail.

IMMEDIATE DISQUALIFICATION

The following offenses will result in immediate-disqualification from the A+ Program:

- Possession, being under the influence, use, sale or transfer of alcohol, drugs or narcotics
- Possession of drug paraphernalia
- Assault on a student or staff member
- Extortion
- Hazing
- Multiple Fighting Offenses
- Multiple Substantiated Bullying Offenses
- Intimidation of staff
- Physical or verbal threat to staff
- Vandalism/theft
- False fire alarm/bomb threats and misuse of emergency equipment
- Sexual misbehavior, exposure, or harassment
- Possession of dangerous items / weapons
- Dangerous behavior
- Assigned to the alternative school
- Expulsion from school
- Criminal Activity as defined by the Safe Schools Act:
 - First and second degree murder
 - Kidnapping
 - First and second degree assault
 - Forcible rape or sodomy
 - First and second degree burglary
 - Robbery
 - Distribution of drugs
 - Distribution of drugs to a minor
 - First degree arson
 - Voluntary and involuntary manslaughter
 - Sexual assault
 - Felonious assault
 - Possession of a weapon
 - First degree property damage

UNLAWFUL USE OF DRUGS/ALCOHOL

Any A+ or Kingston Senior High School student will not sell, possess or use any controlled substance or drug paraphernalia as defined by law and stated in the High School Student Handbook. The use of prescription medicine is allowed under Board Policy and established guidelines. Students and parents are responsible for understanding and following those guidelines.

DISCIPLINARY PROBATION APPEAL PROCESS

The following process may be used by students/parents to appeal a disciplinary decision.

- Students/parents will have 30 days to appeal a decision that is made dealing with discipline, probation, or removal. Anyone making an appeal should use the “A+ Appeal of Citizenship Form” available in the A+ Coordinator’s Office.
- The basis of the appeal must be submitted in writing through the office of the A+ Coordinator. The students/parents may also make a presentation before the A+ Appeals Committee.
- Upon receiving a written appeal, the A+ School Coordinator will convene the A+ Appeals Committee. After all the facts are presented and the student and/or parents have the opportunity to make a presentation, the committee will go into closed session to make a decision. The A+ Coordinator will act as facilitator and will notify the parents by letter of the decision.
- Any and all additional appeals will be conducted following policies set by the Board of Education. The Kingston K-14 School District Board of Education is the final authority.

The Principal will update each student’s citizenship status on a semester basis with the A+ Coordinator. Any incidents not covered by these guidelines will be reviewed on an individual basis and decisions related to penalties will be made jointly by the A+ Appeals Committee and administration.

GOOD FAITH EFFORT TO SECURE FUNDING

Parents must make a good faith effort to first secure all available federal sources of funding that could be applied to the A+ Scholarship reimbursement. The procedures for this requirement are:

- ✓ It is recommended that all senior A+ students and parents attend the Financial Aid meeting with the counselor typically occurring in late October / early November of the student's senior year.
- ✓ Parents must complete and send in the Free Application for Federal Student Aid (FAFSA) form. The FAFSA application form is available in the Kingston Senior High School Counseling Center.
- ✓ Parents are encouraged to apply as early as possible:
- ✓ Upon receipt of the Student Aid Report (SAR), the student must present the form or a copy of it to the A+ Coordinator / Counseling Center. This indicates the student's eligibility to receive financial assistance. This must be done in order for the student to qualify for A+ financial incentives.
- ✓ In the event a student receives partial financial incentives from federal sources, a student may still be eligible for financial incentives to make up the difference between the amount of federal financial assistance and the cost associated with attending a Missouri public community college or a Missouri public vocational/technical school.
- ✓ Any scholarship a student receives may or may not reduce the financial assistance in respect to the A+ Schools Program. This depends on the intent of the scholarship and this is too broad to determine due to the various amounts of scholarships. As a rule of thumb, scholarship money which may be used for costs such as room and board may not reduce the financial assistance benefit provided by the A+ School Project. Scholarships that pay for tuition may be used in lieu of A+ financial assistance.

USING A+ INCENTIVE FUNDS

If Kingston Senior High School is designated an A+ School by the State of Missouri, graduating students will be eligible for the following:

- ✓ Two years of tuition to a Missouri community college or public vocational/technical school. Tuition eligible for this program are considered those which are normally purchased for the programs within the community college or vocational/technical school. This entitlement does not mean special fees or materials purchased by the

student outside what is expected to be purchased by all students within the community college or vocational/technical school. Some registration fees may not be covered.

- ✓ A student must enroll in, attend and be considered full-time student by a Missouri community college or vocational/technical school.
- ✓ A student must maintain a grade point average of 2.5 on a 4.0 point scale.
- ✓ A student must complete the two years of full-time enrollment within four years after graduating from Kingston Senior High School.
- ✓ A+ Incentive Funds will be made available after the student has made a good faith effort to first secure all available federal sources of funding that could be applied to the A+ Scholarship reimbursement.
- ✓ A+ allows needs-based A+ School Scholarships to cover dual credit or dual enrollment for qualifying high school students. The Department of Higher Education will first distribute reimbursements to those students enrolled in community colleges or vocational schools pursuant to the standard A+ Program then after all students are reimbursed for the standard program, any money left over can be distributed to dual-credit or dual-enrollment students which, as stated above, is needs-based.

ELIGIBLE MISSOURI COMMUNITY COLLEGES AND VOCATIONAL/TECHNICAL SCHOOLS

Arcadia Valley Career Technical Ctr
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
Macon Area Voc. School
Metropolitan Community College
Mineral Area College
Missouri State University - West Plains
Moberly Area Community College
Moberly Area Technical Center
Nevada Regional Tech.-Ctr.
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
State Technical College
Three Rivers Community College
Unitec Career Center
Warrensburg Area Career Center
Waynesville Technical Academy

FOUR YEAR COLLEGES / UNIVERSITIES WITH A+ SCHOLARSHIPS

Missouri Western State College
Southeast Missouri State University
Truman State University
Webster University
William Woods University