

## **Cassville R-IV Schools**

### **Mission**

*Embrace knowledge, respect tradition, and foster community.*

### **Vision**

*Graduation for every student....Success for every graduate*

### **Priority**

*Our priority is to develop college and career ready students.*

### **Goals of the A+ Program**

- All students graduate from high school;
- All students complete selection of high school studies that is challenging and for which there are identified learning expectations; and
- All students proceed from high school graduation to a college or post-secondary vocational or technical school or high wage job with work-place skill development opportunities.

### **Requirements of the A+ Program**

A student who qualifies according to the following criteria and continues an education at a Missouri public community college or vocational-technical school may be eligible for tuition, general fees, and up to fifty percent (50%) of the books cost subject to legislative appropriation. Each student should enter into a written agreement with the school during the last three years prior to high school graduation and must:

1. Be a U.S. citizen, eligible non-citizen, or legally present in the United States;
2. Attend a designated A+ School on a full-time basis for three consecutive years prior to high school graduation;
3. Graduate from high school with a GPA of 2.5 or higher on a 4.0 grading scale;
4. Maintain at least a 95 % attendance record for their four years of high school;
5. Perform 50 hours of unpaid tutoring or mentoring for other students which have been approved by the A+ representative;
6. Maintain a record of good citizenship and avoidance of the unlawful use of use of alcohol, drugs, and tobacco;
7. Make a documented, good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment;
8. Male students must register under the United States Military Selective Service Act and show proof of such registration and
9. Beginning with the high school Class of 2015, students must successfully complete the Algebra I end-of-course exam with a rating of proficient or advanced.

## **A+ Advisory Council**

The A+ Advisory Council consists of administrators, a representative of the attendance review committee, counselors, a classroom teacher and members of local law enforcement whose responsibility it is to review the attendance, citizenship, and grades of every graduating senior in the A+ Program.

Recommendations represent a consensus among the A+ Advisory Sub-Committees, the administration, and the A+ Coordinator. This consensus is summarized in the following document and when adopted, will become the A+ Partnership Plan for the Cassville R-IV School District

1. Specifying a mechanism to receive information on an annual basis from those who developed the plan
2. Detailing procedures used in the school to identify students that may drop out of school and intervention services to be used to meet the needs of such students
3. Outlining counseling and mentoring services provided to students who will enter the work force upon graduation from high school
4. Addressing apprentice and intern programs
5. Containing procedures for the recruitment of volunteers from the community to serve in the school
6. Reviewing any recommendations for improving the A+ Program

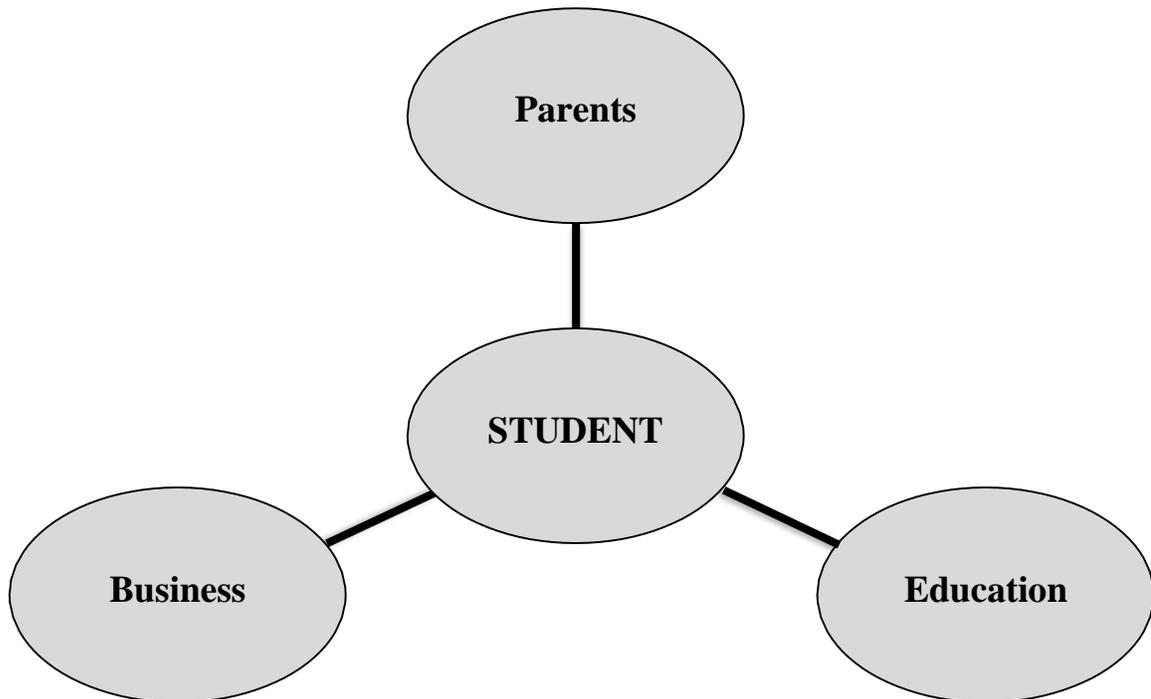
## **A+ Appeal Process**

A student who does not meet the requirements of the A+ Program may appeal in accordance with the following guidelines:

1. If a student does not meet the requirements of the A+ Program for any reason, the A+ Advisory Council will convene to review local and state guidelines for determining A+ status.
2. Parents will be notified within twenty-four hours of the council's decision.
3. The student may appeal the decision of the A+ Advisory Council by submitting a written request to the Cassville Superintendent of Schools within 10 days.
4. If a parent or student is not satisfied with the decision, they may appeal the decision following the Board-approved grievance procedure for the school district.

# SCHOOL-TO-WORK

## PARTNERSHIP PLAN



**Role of Student:** Motivation to learn and practice, Develop knowledge and skills, Maintain a goal, Develop good study/work habits, Develop an understanding of the world of work, Develop and practice ethics and values, Develop the skills needed in group work, Use transferable relevancy skills with knowledge and skills learned, Remain active in the search for “What if”

**Role of Parents:** Overseer of schoolwork habits, Aid in selection of career cluster, Support, Transferring of values, Communication

**Role of Business:** Provide opportunities for students to explore and practice skills, Provide educational input into student learning, Provide support for educational practices

**Role of Education:** Develop challenges for careers, Set the tone of real world environment, Develop skills and knowledge competencies, Develop a respect for the American system, Develop communication skills, Provide career guidance

Cassville High School  
2016-2017

**Evaluation of  
the  
A+ Schools Program**

The Advisory committee evaluation team will annually review the requirements of the A+ Program and make recommendations for modification of the program to achieve the goals and objectives of the A+ School Program.

The A+ School Coordinator will supply the Advisory Committee with the evaluation instrument, criteria, data, and A+ Schools Program goals, objectives and activities to evaluate the progress of the program. The A+ School Coordinator will give a “state of the program” summary during the spring general meeting of the Advisory Committee. The summary will include a comparative study of the past year’s reports. The summary will list areas of the program that need to be targeted for attention.

The instrument will consist of a checklist that denotes the goal, objective, or activity. The checklist will include areas to mark each objective and for:

- Goal meets expectations
- In progress
- Limited progress
- Not addressed
- Accomplished

The evaluation instrument will focus on process and student outcomes. The following student outcomes and process will be considered in the instrument.

### **Student Outcomes**

- All students complete high school.
- Enroll in a two-year college within six months after high school graduation. Obtain a degree from the institution in which they enroll.
- Obtain a four-year college degree without remedial assistance.
- Become employed within six months after high school graduation in an occupation related to their career major.
- Enroll in a registered apprenticeship six months after high school graduation.

### **Process Measures**

- All students have a personalized career planner and portfolio in the Tech Prep Program.
- Students in the applied classes have a work-based learning experience during their high school years.
- All high school courses have core objectives that have measurable basic skills, thinking skills, and personal qualities that include application and integration.
- All students have a career path that is articulated with a local community college.

Cassville High School  
2016-2017

The local evaluation system will also use a gateway assessment for students. The assessment refers to an assessment of core competencies. Beginning with the Class of 2015, students must have completed Algebra I with a proficient or advanced on their Algebra I End-Of-Course Exams. This information is then used by the student to plan the last two years of high school and post-secondary education. The counselors also use core class grades, MMAT scores, PSAT test scores, and the COPPS inventory as assessment tools.

Other short-term indicators used to determine the effectiveness of the A+ School Program requirements will be as follows:

- Dropout reduction
- Increased persistence to graduation
- Improved attendance
- Decrease in loss of credit in courses
- A drop in discipline referrals
- Increase student enrollment in a vocational program
- Completion of Tech Prep articulated courses
- Community involvement with the partnership

The data from the Advisory Committee report will be organized and presented to the Cassville Board of Education by the A+ School Coordinator.

**A+ School Program Evaluation Checklist**

Date:

Program Requirements	Meets Expectations	In Progress	Limited Progress	Not Addressed	Accomplished
<b>Goal #1</b> <b>Ensure that all students will graduate from high school</b>					
1. Reduction in drop-out rate					
2. Increase in persistence to graduation					
3. Decrease in discipline referrals					
4. Increase in ADA					
5. Decrease in loss of credit courses					
<b>Goal #2</b> <b>Complete challenging selection of high school studies with identified learning expectations.</b>					
1. Core objectives (linked to state standard and goals). Outcomes will be identified for classes in content areas under curriculum review.					
2. Increase in applied classes with specified goals, objectives and outcomes.					
3. All students in a career pathway					
<b>Goal #3</b> <b>Proceed from high school graduation to a college or post-secondary vocational or technical school, or high wage job with workplace skill development opportunities.</b>					
1. Increase in attendance at two-year colleges					
2. Increase in attendance at four-year colleges					
3. Increase in completion of two-year programs					
4. Increase in completion of four-year programs					
5. Increase in high wage jobs and entry level opportunities.					
<b>Maintained district-wide performance standards</b> a. Student scores on the state-wide assessment will be above the norm in core areas.					
<b>The specification of knowledge, skills and competencies, in measureable terms, that students must demonstrate to successfully complete any individual courses.</b> b. Students have mastered core objectives in individual courses.					

**A+ School Program Evaluation Checklist**

Program Requirements	Meets Expectations	In Progress	Limited Progress	Not Addressed	Accomplished
<p><b>The establishment of student performance standards that lead to graduation.</b> c. Students have maintained a career pathway.</p>					
<p><b>The discontinuance of general track courses within the high school.</b> d. All students have a personalized career planner and portfolio that follows a career pathway.</p>					
<p><b>The establishment of rigorous coursework with standards of competency in basic academic subjects for students pursuing vocational and technical education.</b> e. All high school courses have core objectives that have measurable skills, thinking skills, and personal qualities including application and integration.</p>					
f. All students have a career path that is articulated with a local community college.					
g. Students in the applied classes have a work-based learning experience during their high school years.					
<p><b>The implementation of the partnership plan, in cooperation with a local advisory committee, that provides:</b> h. Intervention services for these students,</p>					
i. Established records to provide counseling and mentoring services to students entering the work force upon graduation.					
j. Recruitment of community volunteers					
k. Development of an apprenticeship program					
l. Enrollment of all vocational students in an intern program related to their career pathway.					
m. Annual updates of procedures to identify students who may drop out of school					

## **At-Risk Program**

Cassville R-IV Success Team  
At-Risk Program Pre K-12

The Success team will be comprised of the CAT/RTI team leaders, counselors, as well as classroom teachers, support staff, and building administrators.

Each building will have a Success Team leader who will also serve as the CAT team leader, who will be the liaison between the coordinator and his/her own building.

The team will meet once monthly or as needed during the school year. The team will meet with the At-Risk coordinator on a quarterly basis or as needed. The team will oversee the programs at their building level and compile referrals. The building administrators will be the contact people for outside assistance from the community and government agencies.

The Success program will:

- Increase student success and decrease student failure by providing every student the opportunity to succeed
- Be intervention and prevention based
- Investigate and evaluate the risk level of each participant
- Use data in determining appropriate interventions and the efficiency of those interventions
- Guide and present parents with information and services so their children will be successful and active learners
- Provide services to students that improve student attendance, academic achievement, interpersonal relationships, and intrapersonal relationships
- Provide services that faculty identify as useful in increasing attendance, academic achievement, and/or positive self-esteem of their students.
- Continue to add and develop programs to meet the needs of our students.

**Counseling  
and  
Mentoring Services**

The Career Awareness Sub-Committee of the A+ Advisory Committee has reported the following career awareness opportunities in the Cassville R-IV School.

### **Grade K-5**

1. Community helpers have information about various careers.
2. Career awareness is incorporated into group guidance lessons.
3. A Career Dress-Up Day is celebrated each year. Students research a career and dress up in career attire. Each student reports on his/her chosen career.
4. Walking field trips allow students to see careers and business first-hand.
5. Business patrons provide various career opportunities.

### **Sixth Grade**

1. Each classroom unit presented to the sixth, seventh, and eighth grades will include some discussion on career choices and pathways.
2. Speakers are invited to speak to students in the middle school on careers. Question and answer sessions follow. This activity is coordinated by the classroom teachers.
3. The sixth grade is given an opportunity to play a game called Career Shakers and Movers. It gives the students an opportunity to consider possible career choices, the likes and dislikes of some careers, and the training required. The presented of this unit tries to make student more aware that even though a career may not be readily attainable, one can still work in the chosen field. Example: Becoming a legal assistant rather than a lawyer. It is stressed that all occupations are important.
4. Decision-making skills are included in a unit on goals and how to reach the goals. This gives students an opportunity to discuss the various avenues on reaching a goal.
5. Students travel by but to visit the Scott Regional Technical Center in Monett.

### **Seventh Grade**

1. Learn to use the Dictionary of Occupational Titles and the Occupational Outlook Handbook.
2. Use individual portfolio-filling out information. Time is spent making students more aware of work experiences they have had which do not include salary.
3. Career Cluster Unit – Students are shown transparencies of different occupations in each of the career paths. Question and answer sessions are used as a follow-up.
4. Unit on handling failure.

### **Eighth Grade**

COPS-R and follow-up on career portfolios  
Use of American Career High School Planning guide.

1. Exploring Career Path is used in the eight grade classroom prior to the high school counselor discussing a four-year plan for high school.
2. Students are encouraged to use the Dictionary of Occupational Titles and the Occupational Outlook Handbook.
3. Teachers are encouraged to use career awareness in the classroom. This is done in each subject area to help students recognize where skills learned in school might be used.
4. Students are bussed to Crowder Community College to tour the campus and receive information about the Tech Prep Program.

### **Grades 9-12**

1. An A+ Career Planning Guide breaks down each pathway into recommended slates of courses for career directions.
2. Career Day enables students to hear a variety of career speakers.
3. Various teachers have work-place representatives as classroom speakers.
4. Career tapes are used in guidance curriculum units.
5. Sophomores use computer to explore career options.
6. The ASVAB test and classroom activities are administered to juniors.
7. Eleventh-graders participate in a week-long career unit using “Choices” interest and aptitude surveys and other district materials.
8. Juniors and seniors attend College Tech Fair to learn about various educational opportunities.
9. Seniors participate in Senior Hire Day, a time when many workplace representatives visit the Scott Regional Technical Center.
10. Seniors receive work-place counseling in guidance curriculum units.
11. Students receive guidance and role play opportunities for job interviews as well as assistance in developing their resumes.
12. Applied communications classes focus on communication in the workplace.

**Job Shadowing  
Internships  
Apprenticeships  
Supervised Business Experience**

## **Job Shadowing**

### **Purpose:**

- To provide students with practical information about occupations.
- To provide student with information pertaining to the relevance between job skills and related high schools courses.
- To provide student with an incentive to stay in school and plan for his/her future.
- To provide students pertinent information that will help them make good decisions about further education and training.

### **Procedure:**

- Students obtain a job shadowing application from the A+ office.
- Students complete application and submit to A+ Coordinator.
- Employer will be contacted and time for shadowing experience established.
- Students will be notified and a parental permission slip sent home.
- Students will complete a “Teacher’s “Teacher’s “Permission to Travel” permit and return it to the A+ office.
- Students will return permission slip.
- Students will participate in job shadowing experience.
- Students will complete questionnaire and submit to A+ office to be filed in student’s A+ folder.
- Employer will also complete an evaluation of the job shadowing experience.

### **Student Expectations:**

- Students will be allowed to job shadow in areas related to their career pathway selection (or explore all career paths).
- Students will be well groomed and appropriately dressed for their shadowing experience.
- Students in grades 12 have access to job shadowing experiences.
- Students will responsible for their own transportation to and from the work-site.
- Students are expected to be at work-site by the scheduled time. If an emergency situation arises, students are expected to contact the work-site and the A+ office immediately.
- Students who participate in job shadowing experiences and meet the requirements will not be counted absent from school. However, students are responsible for completing assignments in advance due to the experience. Coordination with teachers prior to approval is required.
- Job shadowing experiences will be dependent upon the availability of placement within the community or area.

## **Apprenticeship Programs**

Cassville High School students will be made aware of the opportunities available through apprenticeship training. Those expressing interest will be referred to the Bureau of Apprenticeship Training in Springfield, Missouri upon graduation from high school.

Local business and industry will be surveyed to determine to determine if opportunities exist for establishing apprenticeship programs locally.

## **Intern Programs**

Currently students attending the Scott Vocational Technical Center can participate in intern programs during the second semester of their second year of training.

Special services students have many opportunities throughout the year to serve as interns with credit being awarded for the experience.

## **Supervised Business Experience**

Cassville High School students who have completed or who are currently in a business class may participate in the supervised business experience program.

The supervised business experience coordinator contacts businesses in the area to determine the availability of jobs related to business classes taught in the high school. Requirements of the business are that a student be allowed to work at least two hours a day, be paid at least minimum wage, and have a supervisor on the job who will give direction and complete a supervisor's evaluation. Requirements of the school are that the coordinator visit at least two times a semester and observe the student in the workplace. The coordinator will serve as a liaison between the business and the student and provide any instruction needed to ensure proficiency in the workplace.

## **Volunteer Programs**

## **Procedures for the Recruitment of Volunteers from the Community**

The Cassville R-Iv School District is fortunate to have community that is very supportive of the efforts of the local school system. The community is also very eager to provide volunteer services to the district. These services provide a variety of educational opportunities for our students. Volunteer services can be categorized as:

### **Volunteers who enhance School-Based learning**

Examples:

- Community volunteers in classrooms, libraries, and for special projects
- Informational speakers in the classroom or for assemblies
- Career awareness speakers
- Guest speakers for guidance/career exploration programs
- Professional and vocational volunteers in special programs

### **Volunteers who enhance Work-Based learning**

Examples:

- Job shadowing through area business
- Field trips
- Work experience (Agriculture and Business Departments)
- Special Services Work Experience Coordinator
- Teacher volunteers to supervise cadet teachers

### **Volunteers who enhance Social/Educational development outside school**

Examples:

- Youth Athletic coaches
- Booster clubs
- Sponsors for educational trips
- Alumni organization
- School committee members
- Advisory Board members
- School Board members

Each building administrator may establish guidelines for volunteers according to the school's educational needs and objectives.

## **Program of Work**

**Cassville R-IV Schools**  
**A+ Program of Work**

**August**

New Students and Freshmen Orientation  
Grade-level Meetings  
Open House

**January**

Principal's Interviews  
Status Reports  
New tutoring classes

**September**

Enter New Students into Program  
Partnership Plan  
Annual Self-Monitoring Report

**February**

Senior Follow-up  
Schedules for Tutors  
SW District Coordinators' Meeting

**October**

A+ Advisory Council Meeting  
Parent-Teacher Conferences  
Tutor Evaluations

**March**

FAFSA Reminders  
Parent-Teacher Conferences  
Tutor Evaluations

**November**

Board Meeting  
Building Bridges  
Student Status

**April**

FAFSA Deadline  
A+ Advisory Meeting  
Summer School Tutors

**December**

Audit Senior Folders  
Competencies for Semester Classes  
SW District Coordinators' Meeting

**May**

Senior Awards Ceremony  
Graduation  
End-of-Year Report

**June**

Summer School  
Core-Data Report

## **A+ Program Forms**

**A+ SCHOOLS**  
**Cassville R-IV School District**  
**Financial Incentive Agreement**

Revised 7/30/13

Student's Legal Name \_\_\_\_\_

SSN# \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

A+ certification will only be granted to students who sign required A+ documentation in ink using their legal names. A student who qualifies according to the following criteria and continues an education at a Missouri public community college or vocational-technical school may be eligible for tuition, general fees, and up to fifty percent (50%) of the book cost subject to legislative appropriation. Each student should enter into a written agreement with the school prior to January 15<sup>th</sup> or the first student-attendance day thereafter, of the student's graduating year. However, students are encouraged to enter the A+ Program and begin fulfilling the requirement process as early as possible and must:

1. Be a U.S. citizen, permanent resident, or lawfully present in the United States.
2. Attend a designated A+ School on a full-time basis for three consecutive years immediately prior to high school graduation;
3. Graduate from high school with a GPA of 2.5 or higher on a 4.0 scale;
4. Maintain at least a 95% attendance record for their four years of high school;
5. Perform 50 hours of unpaid tutoring or mentoring for other students which have been approved by the A+ coordinator;
6. Maintain a record of good citizenship and avoid the unlawful use of alcohol, drugs, and tobacco;
7. Make a documented, good-faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment;
8. Male students eighteen years of age must register under the United States Selective Service Act and show proof of such registration; and
9. Beginning with the Class of 2015, students must successfully complete the Algebra I end-of-course exam with a rating of proficient or advanced.

The student financial incentive is designed to be available for a period of four years after high school graduation. To maintain eligibility during that time, each participating student must enroll in and attend a Missouri Public community college or vocational-technical school on a full-time basis and maintain a GPA of 2.5 or higher.

I, \_\_\_\_\_, agree to strive to meet the responsibilities of the A+ Program, which, if met, will entitle me to the rights of this agreement subject to state funding approval. I understand that any false information will disqualify me from A+.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A+ Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 8/10/13

## A+ STUDENT CITIZENSHIP POLICY

Cassville A+ students must adhere to the rules and policies as described in the *Cassville High School Student Handbook*, and approved by the Cassville R-IV Board of Education. In addition, they must exemplify good citizenship characteristics.

Practicing good citizenship is a key component in becoming a productive member of society. Cassville School District's staff, parents, students, and community believe that good citizenship requires positive contributions made by an individual or group, which can be evidenced through:

- **Honesty** – demonstrate honesty in completion of school activities, assignments, and tests.
- **Respect for others** – exhibit a courteous, positive, and cooperative manner toward fellow students, parents, teachers, and administrators. Show respect for others and their property.
- **Responsibility** – demonstrate responsible behavior through completing assignments, arriving in class on time, and being prepared.
- **Obedience to rules and laws** – abide by the rules and policies stated in the *Cassville High School Student Handbook*. Do not possess or use tobacco, alcohol, drugs, inhalants, or controlled substances as defined by the law. This does not include those drugs prescribed to the student by a licensed physician. (See Student Handbook for use at school). In addition, students shall not have pled guilty, or nolo contendere (no contest) to, received a suspended imposition of sentence or suspended execution of sentence, or deferred prosecution for, or been convicted or found guilty of a misdemeanor or felony.
- **Community and school participation** – actively participate in school and community functions including fifty hours of unpaid mentoring or tutoring.
- **Attendance** – upon graduation students must have sustained a 95% attendance record.

The A+ Council will meet a minimum of two times per year to review cases involving students who are in violation of the A+ student citizenship policy. At that time, the student may be removed from the A+ Program or placed on probation. If placed on probation, the student and parents will be required to attend a conference within ten school days of the notification in order for the student to remain in the A+ Program.

If the student observes the above guidelines, he/she could be eligible for two year's tuition paid by the state of Missouri at any public community college or vocational/technical school if all other A+ School requirements are satisfied. Before the state will reimburse the college for tuition, however, it will be the student/parent's responsibility to make application for all other available federal funding that does not require repayment. If funding is granted and dependent upon the availability of state funding, the A+ School's financial assistance will cover only the balance remaining for tuition after the federal assistance is expended.

I understand that violation of the above rules may result in the student's removal from the Cassville R-IV Schools' A+ Program. However, the use of alcohol, drugs, or the participation in a felonious act will result in immediate dismissal from the A+ Program.

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(Student's signature)

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(Date)

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(Parent/Guardian's signature)

**Cassville R-IV School  
A+ Schools Grant Program  
Mentoring/Tutoring Agreement**

Name \_\_\_\_\_ Graduation Year \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Career Goals: \_\_\_\_\_

Subject Areas of Interest and Ability: \_\_\_\_\_

Hours Available for Tutoring: \_\_\_\_\_

**I, \_\_\_\_\_, agree to perform fifty (50) hours of unpaid Mentoring or tutoring for other Cassville students. I will follow all school rules and regulations while I am working in the capacity of a tutor or mentor. I realize this responsibility is only one of the eight stipulations I must follow in order to meet the requirements set forth by the A+ Schools Program.**

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

