CHRISTIAN BROTHERS COLLEGE HIGH SCHOOL
A+ Schools Program Handbook
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MISSION STATEMENT

Christian Brothers College is a Catholic, Lasallian high school committed to the academic, spiritual, and moral development of every young man. Our faith-filled and inclusive community prepares students from all backgrounds for success in college and for lives of leadership and service.

VISION STATEMENT

Christian Brothers College High School will create positive change in our community and world through the lives of our graduates: young men who are guided by faith, strengthened by intellect, committed to justice, and prepared to lead and serve.

CHARACTERISTICS OF A ‘MAN FOR TOMORROW’

A graduate of Christian Brothers College High School is a man who is:

Guided by Faith
Recognizes the holy presence of God in all people
Views the world through the eyes of faith
Forgives with grace

Strengthened by Intellect
Seeks, accepts and solves intellectual challenges
Thinks critically and works collaboratively
Imagines, creates, and innovates in an ever-changing world

Committed to Justice
Celebrates diversity and fosters inclusivity
Advocates for social justice
Listens to, learns from, and respects all people

Prepared to Lead and Serve
Loves his family and builds life-long relationships
Knows his strengths and seeks to improve upon his weaknesses
Leads with integrity and serves with humility
PURPOSE

The purpose of this handbook is to provide students, parents, faculty, and staff with a clear understanding of the guidelines and policies of the A+ Schools Program as established by the Outstanding Schools Act of 1993, and made available to private schools in 2017. There are many issues to consider when students apply for and enroll in the A+ Schools Program. The following outlines responsibilities of the student and his parents, as well as the requirements for participation.

GOALS AND PROGRAM BENEFITS

The A+ Schools Program was originally implemented as a school improvement initiative established by the Outstanding Schools Act of 1993. Similar to other St. Louis-area private schools, Christian Brothers College High School has applied for and expects to receive designation as an A+ School, thereby allowing our students the opportunity to take advantage of the financial incentives available through the A+ Program.

Beginning with the graduating class of 2018, qualifying CBC graduates will be eligible for tuition to attend any Missouri public community college or public vocational or technical school under the following guidelines:

- Tuition incentives will be made available only after the student has made a good-faith effort to first secure all available federal post-secondary student financial assistance (FAFSA) funds that do not require repayment.

- Students will receive this tuition incentive for four (4) semesters.

- A student must be considered a FULL-TIME student by the post-secondary institution and maintain a GPA of 2.500 or higher on a 4.000 scale (unweighted).

- Students must complete the two years of FULL-TIME enrollment at the institution within forty-eight (48) months after graduation from Christian Brothers College High School.

Tuition reimbursement is contingent upon availability of state funds.

Additionally, some four-year colleges and universities in Missouri offer their own A+ scholarships. These scholarships are determined by the colleges and universities themselves and may or may not be offered at any time. Check with the financial aid office at a four-year college to inquire about any incentives for A+ students.
STUDENT ELIGIBILITY

In order to be eligible for the financial incentives of the A+ Schools Program, Christian Brothers College High School must certify a student as having met all A+ Program requirements. The A+ Program Coordinator has the responsibility to certify that a graduate of Christian Brothers College High School has met the criteria of certification.

Provided that funds are appropriated by the state legislature, any remaining tuition and general fees may be paid for eligible graduates after federal post-secondary financial assistance funds have been applied (as determined by completing and filing a FAFSA). To be eligible and certified for the A+ Schools program, graduates must fulfill the following requirements:

1. Attend a designated A+ High School for three (3) consecutive school years.

2. Attain a cumulative high school grade point average of 2.500 or higher on a 4.000 scale. (unweighted)

3. Maintain a ninety-five percent (95%) high school attendance record during the four-year period.

4. Tutor or mentor peers or younger students for at least fifty (50) unpaid hours under the supervision of an approved adult at an approved school or facility. This should occur during out-of-school time.

5. Establish and maintain a record of good citizenship. Placement of a student on Full or Limited Disciplinary Probation or Academic Integrity Probation (as defined in the Student & Parent/Guardian Handbook) at any time during a student’s enrollment at CBC would constitute a violation of this requirement.

6. Be alcohol and drug-free. Any violation of the Co-Curricular Code of Conduct policy outlined in the Student & Parent/Guardian Handbook (described as an “offense”) during a student’s enrollment at CBC would constitute a violation of this requirement.

7. Meet the following Mathematics requirement: Attain a score of 17 or higher on the Mathematics sub-section of the ACT.

8. Make a good faith effort to secure financial assistance funding by completing the Free Application for Federal Student Aid (FAFSA).
REQUIREMENTS

Students and parents will find details related to the following individual requirements for participation in the A+ Program below:

- Enrollment
- Grade Point Average
- Attendance
- Tutoring / Mentoring
- Citizenship
- ACT Math Score Requirement
- Good-Faith Effort to Secure Funding

EACH requirement must be met in order for a student to receive the A+ Program designated stamp on his transcript, thus making him eligible to take advantage of the financial incentives available to A+ Program students. **Tuition reimbursement is contingent upon availability of state funds.**

Requirement: **Enrollment**

Enrollment requirements for the A+ Program are as follows:

- The student must graduate from an A+ designated high school.

- The student must have attended an A+ designated high school for three (3) consecutive school years immediately prior to graduation. (Students from the classes of 2018 and 2019 who have been enrolled at CBC since grade nine currently meet this criterion.)

- If a student transfers into CBC after his third semester of high school, it is his responsibility to obtain and present A+ Schools Program documentation from his previous school. The student must complete the appropriate forms to meet the aforementioned enrollment requirements.

Requirement: **Grade Point Average (GPA)**

To meet the A+ Program eligibility requirement for grade point average (GPA), a student must graduate with a cumulative GPA of 2.500 on a 4.000 scale (unweighted).

Students and parents should also be aware of the following conditions:

- CBC will NOT round up the cumulative GPA calculation. (e.g. a cumulative GPA of 2.490 does not meet the requirement)

- The cumulative GPA is based upon all four years of high school attendance and is evidenced by the cumulative GPA denoted on a student’s official CBC transcript.
• The student’s official CBC transcript will serve as evidence of his cumulative GPA for admission into the post-secondary institution.

Requirement: **Attendance**

An A+ student must have a ninety-five percent (95%) attendance record at the time of graduation to meet the A+ Program attendance requirement. **Any student who does not meet the ninety-five percent (95%) attendance requirement will NOT be eligible for the A+ financial incentive.** The following attendance guidelines shall govern all students participating in the A+ Schools Program:

• A cumulative attendance record will be maintained from the beginning of a student’s freshman year until his graduation.

• Cumulative attendance information will be gathered from the official Student Information System utilized by CBC High School.

• Beginning in the Fall 2018, an A+ Program student or his parent / guardian may, upon request to the A+ Program Coordinator within the first two weeks of any semester, obtain information regarding the student’s current attendance record.

• CBC will NOT round up the attendance percentage calculation.

• College visits are considered excused from the A+ Program attendance record IF students comply with all CBC Student & Parent / Guardian Handbook policies related to college visits.

Requirement: **Tutoring / Mentoring**

An A+ student is required to perform at minimum of fifty (50) hours of unpaid tutoring or qualifying mentoring activities. The following guidelines shall govern all tutoring / mentoring opportunities:

• All tutoring / mentoring activities must be approved, **in advance,** by the A+ Program Coordinator in order to be considered for meeting this requirement.

• All tutoring / mentoring activities must be aligned with approved CBC Mission & Ministry service sites.

• Tutoring / mentoring must be school-sponsored or sponsored by an approved parish or community center.

• An A+ student must maintain an official time record form (Form B) and submit the completed form to the A+ Program Coordinator.
• An official time record form (Form B) must be signed by the authorized school official sponsoring the tutoring / mentoring program or activities.

• Tutoring / mentoring may be completed during the school year or during the summer months.

• The A+ Program Coordinator or the sponsoring school / facility may terminate the tutoring / mentoring experience at any time at their sole discretion.

• An A+ student is responsible for being present on the agreed upon day and at the agreed upon time for the tutoring / mentoring experience. If the A+ student anticipates any deviation from the agreed upon schedule, it is his responsibility to notify the authorized school official sponsoring the tutoring / mentoring program or activities.

• An A+ student must, at minimum, be in his Sophomore year to begin tutoring / mentoring activities.

• An A+ student must have a current minimum cumulative GPA of 2.500 to participate in tutoring / mentoring activities.

• No tutoring / mentoring hours will be accepted after May 5 of a student’s year of graduation.

• Tutoring includes only experiences in which the A+ student works directly with another student on school-specific learning activities. It is the student’s responsibility to contact and coordinate with an authorized school official to oversee the tutoring experience and sign the student’s official time record form.

• Mentoring includes experiences which are learning-centered, but that may not be school-specific. Examples include volunteering at an after-school programs or working with children in a Sunday school. It is the student’s responsibility to contact and coordinate with an authorized school official to oversee the mentoring experience and sign the student’s official time record form.

All tutoring / mentoring activities must be approved by the A+ Program Coordinator in advance to be considered for fulfilling this requirement.

Requirement: Citizenship

A+ students are required to be good citizens and must avoid the unlawful use of alcohol and drugs. Any student who does not meet the citizenship requirement will not be eligible for the A+ Schools Program financial incentive. In order to meet the citizenship requirement, an A+ student must comply with all of the following criteria:

• Establish and maintain a record of good citizenship. Placement of a student on Full or Limited Disciplinary Probation or Academic Integrity Probation (as defined in the Student &
Parent/Guardian Handbook) at any time during a student’s enrollment at CBC would constitute a violation of this requirement.

- Be alcohol and drug-free. Any violation of the Co-Curricular Code of Conduct policy outlined in the Student & Parent/Guardian Handbook (described as an “offense”) during a student’s enrollment at CBC would constitute a violation of this requirement.

**Requirement: ACT Mathematics Score**

A+ students must earn a score of at least seventeen (17) on the Mathematics sub-section of the ACT. Students and parents / guardians should also be cognizant of the following conditions regarding the mathematics requirement:

- If a student transfers to CBC after having taken the Algebra 1 End-of-Course Exam at his previous school, **it is the student’s responsibility to obtain the appropriate documentation from that school** and provide it to the CBC A+ Program Coordinator.

- Students with an Individualized Education Plan (IEP) or equivalent are required to fulfill the established performance requirement in order to be eligible for A+ tuition reimbursement.

- For additional information related to this requirement, please visit the Missouri Department of Higher Education website: http://dhe.mo.gov

**Requirement: Good-Faith Effort to Secure Funding**

To be eligible for A+ tuition reimbursement, a student and his parents / guardians must make a good-faith effort to secure all available federal post-secondary student financial assistance (FAFSA) funds that do not require repayment. A student and his parents / guardian must do the following:

- Complete the Free Application for Federal Student Aid (FAFSA). The FAFSA information must be sent to the post-secondary institution that the student is planning to attend.

- Additionally, all students and parents / guardians are encouraged to apply as early as possible. Please visit www.fafsa.ed.gov or contact the CBC Guidance & College Counseling Department for deadlines and details.
A+ PROGRAM CONTACTS

A+ Program Coordinator
Mr. Jake Pittroff
Email: pittroffj@cbchs.org
Phone: 985-6100 Ext: 4075

Guidance & College Counseling Department
Ms. Gayle English
Email: englishg@cbchs.org
Phone: 985-6084

Mr. Tim Gillard
Email: gillardt@cbchs.org
Phone: 985-6085

Mr. Walt Kempf
Email: kempfw@cbchs.org
Phone: 985-6082

Mr. Jim Mueller
Email: muellerjim@cbchs.org
Phone: 985-6083
CHRISTIAN BROTHERS COLLEGE HIGH SCHOOL
A+ Schools Participation Agreement

STUDENT NAME: ____________________________  LAST  FIRST  GRADUATION YEAR: ________

DATE OF BIRTH: _______ / _______ / _______  ADDRESS: ________________________________________________________________
MONTH       DAY          YEAR

______________________________________________________  __________________________________________________________
CITY                STATE                ZIP CODE

☐ I wish to participate in the A+ Schools Program at Christian Brothers College High School. (Check box to indicate ‘Yes’)

Provided that funds are appropriated by the state legislature, any remaining tuition and general fees may be paid for eligible graduates after federal post-secondary financial assistance funds have been applied (as determined by completing and filing a FAFSA). To be eligible for the A+ Schools program, graduates must fulfill the following requirements:

1. Attend a designated A+ High School for three consecutive school years.
2. Attain a cumulative high school grade point average of 2.500 or higher on a 4.000 scale. (Unweighted)
3. Maintain a ninety-five percent (95%) high school attendance record during the four-year period.
4. Tutor or mentor peers or younger students for at least fifty (50) unpaid hours under the supervision of an approved adult at an approved school or facility. This should occur during out-of-school time, unless such tutoring / mentoring occurs as part of a CBC program during the school day.
5. Establish and maintain a record of good citizenship. Placement of a student on Full or Limited Disciplinary Probation or Academic Integrity Probation (as defined in the Student & Parent/Guardian Handbook) at any time during a student’s enrollment at CBC would constitute a violation of this requirement.
6. Be alcohol and drug-free. Any violation of the Co-Curricular Code of Conduct policy outlined in the Student & Parent/Guardian Handbook (described as an “offense”) during a student’s enrollment at CBC would constitute a violation of this requirement.
7. Meet the following Mathematics requirement: Attain a score of 17 or higher on the Mathematics sub-section of the ACT.
8. Make a good faith effort to secure financial assistance funding by completing the Free Application for Federal Student Aid (FAFSA).

To retain my eligibility, I understand that I must also maintain a 2.500 GPA while enrolled in and attending a post-secondary institution on a full-time basis.

______________________________________________________  ____________________________
STUDENT SIGNATURE  DATE

______________________________________________________  ____________________________
PARENT / GUARDIAN SIGNATURE  DATE

Tuition reimbursement is contingent upon availability of state funds. All individuals who are required to register with the Selective Service must do so to be eligible for state-supported scholarships and programs for financial assistance for post-secondary education. Students must file the FAFSA according to reported dates and guidelines during their Senior year of high school in order to be eligible for A+ funding at the post-secondary institution. Funding is NOT the responsibility of Christian Brothers College High School.
Students must sign up for the A+ Schools Program no later than September 30 of their senior year.

Office Use Only

Enrolled

Reason for Ineligibility

File Created
### Christian Brothers College High School

**A+ Program Tutoring / Mentoring Requirement**

**FORM A**

<table>
<thead>
<tr>
<th>Student Name: ___________________________________________</th>
<th>Graduation Year: 20________</th>
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| Date(s) of Service: _____ / _____ / ________ To _____ / _____ / ________ |
|-------------------------------------------------|-------------------|

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<tr>
<th>Non-Profit Agency Name: ___________________________________________________________________</th>
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<th>Agency Address: _________________________________________________________________________</th>
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<th>Agency Contact: ___________________________________</th>
<th>Phone #: (__________) ___________________________</th>
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<th>E-mail Address: ___________________________________</th>
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**Description of Anticipated Duties / Responsibilities:**

__________________________________________________________________________

__________________________________________________________________________

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<tr>
<th>Agency Supervisor Signature</th>
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<th>Parent / Guardian Signature</th>
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I agree to complete the above service with the above indicated agency supervisor to meet the A+ Program tutoring / mentoring requirement. I understand that it is my responsibility to maintain records of the dates, times, and activities of each session as well as to obtain the initials of my agency supervisor to confirm the completed tutoring / mentoring activities. I also agree to perform this service complying with the following conditions:

- All tutoring / mentoring hours must be completed at a non-profit organization.
- NO hours may not be completed at an individual’s home or a private business.
- Approval of the A+ Program Coordinator of all tutoring / mentoring hours must be granted prior to the start of such service in order for the hours to be considered for meeting the A+ Program requirement.
- A student may not miss class time to complete the tutoring / mentoring requirement.
- It is the student’s responsibility to complete and submit all forms evidencing hours to the A+ Program Coordinator.
- All forms evidencing tutoring / mentoring hours are due to the A+ Program Coordinator by May 5 of a student’s senior year.

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<th>Student Signature</th>
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OFFICE USE ONLY

APPROVAL ___________________________  REASON FOR DENIAL ____________________________________________

SUPERVISOR CONTACTED ________________________________
**Christian Brothers College High School**  
A+ Program Tutoring / Mentoring Requirement  
FORM B

**Student Name:** ____________________________________________  
**Graduation Year:** 20__________

Students: Use this time record form to track your tutoring / mentoring hours. You must obtain approval from the A+ Program Coordinator BEFORE you begin the tutoring / mentoring experience if you wish for the completed hours to be considered for meeting the tutoring / mentoring requirement.

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Hours</th>
<th>Tutoring / Mentoring Activity</th>
<th>Supervisor Initials</th>
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- All summer hours are due to the A+ Program Coordinator by no later than September 1st.
- All first semester hours are due to the A+ Program Coordinator by no later than the last day of final exams preceding Christmas break.
- All second semester hours are due to the A+ Program Coordinator by no later than the last day of final exams preceding the end of the school year (or by May 5 for juniors or graduating seniors)