

STOVER HIGH SCHOOL



A+

HANDBOOK

2016-2017

~The Bulldog Way~
Striving for the best,
We rise above the rest

A+ Scholarship Program Fact Sheet

The A+ Schools Program Scholarship will pay tuition and general fees to Missouri Public Community Colleges and technical/vocational schools.

To be certified as an A+ student, the following must be completed before graduation of the student's senior year:

- Have a signed A+ written agreement;
- Attend an A+ designated high school for three years immediately prior to graduation;
- Have a cumulative GPA of 2.5 or higher;
- Be a U.S. citizen or permanent resident;
- Have an attendance rate of 95% or higher;
 - This 95% equals no more than 8 absences during a school year with or without documentation.
 - Documentation for absences must be turned into the A+ office the same month the absence occurred.
 - If at graduation a senior's attendance is below the 95% with or without documentation, the senior must request an appeal to the A+ Attendance Committee. At the appeal the student explains the reasons for the excessive absences and asks the committee to accept the documentation to waive the absences to meet the state requirement.
- Do 50 hours of unpaid school-sponsored tutoring during high school;
 - 12.5 hours may be in job shadowing;
 - Job shadowing must be pre-approved and all paperwork documented and completed before hours will be credited.
- The A+ student must pass the Algebra 1, Geometry, OR Algebra 2 EOC with a Proficient or Advanced score in addition to the requirements listed above. If the student does not meet this requirement, the student may use the ACT math section results—the qualifying cut score will be set annually by the Missouri Department of Higher Education.
- Have a record of good citizenship—be drug and alcohol free;
 - Good citizenship will be based on the official discipline record of the district;
 - Have no record of or pending court dates for unlawful use of drugs and/or alcohol or a felony;
 - As a graduating senior sign a citizenship statement stating that you have not been convicted, adjudicated guilty or given probation regarding a felony or drug/alcohol use.
- Parents must complete and submit the FAFSA from January 1 to April 1 of student's senior year.
- Males must register with the Selective Service at age 18.

IMPORTANT NOTE—THE STATE LEGISLATURE HAS NOT BEEN ABLE TO FULLY FUND THE A+ SCHOLARSHIP IN THE PAST. IN THE FUTURE THE A+ STUDENT MAY BE RESPONSIBLE FOR PAYMENT OF A DESIGNATED AMOUNT OF CREDIT HOURS. THIS WILL BE DETERMINED ON AN ANNUAL BASIS BY THE DEPARTMENT OF HIGHER EDUCATION.

A+ Scholarship General Information

- 1—A+ Scholarship will only pay for tuition and general fees. It does **not** pay for books, transportation, course fees, lab fees, housing, or other post-secondary expenses.
- 2—Pell Grants (non-loan federal financial assistance) will be used before A+ funds. This may result in a zero award from A+ if the Pell Grant is sufficient to cover all tuition and general fee charges.
- 3—A+ can only be used at an eligible Missouri public community college, technical or vocational school. However, some private and four-year universities may offer their own scholarship for A+ students.
- 4—A+ funds are applied to completed coursework. If a course is dropped or withdrawn, the reimbursement for the following semester will be reduced. A+ will not fund coursework that needs to be repeated.
- 5—A+ funds are available for up to 48 months after completion of high school coursework.
- 6—A+ funds will pay for 105% of the hours required for the program or certification. This includes remedial courses that are required. Remedial courses are determined by the ACT math section score. **NOTE--** If remedial courses are required before credit-bearing courses can be taken, A+ funds may be depleted before the program or certification is completed.
- 7—Once an Associate Degree is completed, A+ funds are no longer available.
- 8—A+ funds may not be used to seek a degree in theology or divinity.
- 9—Follow college requirements to maintain the A+ Scholarship. You will need to contact the Financial Aid Office of the school are attending for the requirements to maintain your A+ Scholarship during college.

You may contact the school for information regarding the SHS A+ Schools Program at
573-377-2218

The official web site for the A+ School Program Scholarship
<http://www.dhe.mo.gov/ppc/grants/aplusscholarship.php>

STOVER HIGH SCHOOL A+ SCHOLARSHIP PROGRAM

MISSOURI'S A+ SCHOLARSHIP PROGRAM

Benefits and requirements of the Missouri A+ Scholarship Program are subject to change at any time. All changes are made by or enforced by the Missouri Department of Higher Education.

A+ funds are dependent upon Missouri General Assembly appropriations and **NOT** the responsibility of the Morgan County R-I School District.

IMPORTANT NOTE—THE STATE LEGISLATURE HAS NOT BEEN ABLE TO FULLY FUND THE A+ SCHOLARSHIP BEGINNING IN THE 2014-2015 SCHOOL YEAR. IN THE FUTURE THE A+ STUDENT MAY BE RESPONSIBLE FOR PAYMENT OF A DESIGNATED AMOUNT OF CREDIT HOURS. THIS WILL BE DETERMINED ON AN ANNUAL BASIS BY THE DEPARTMENT OF HIGHER EDUCATION.

SHS A+ Program Mission Statement

It is the mission of the Stover High School A+ Scholarship Program is to prepare today's students for tomorrow's opportunities.

Goals of the SHS A+ Program

The three primary goals of the A+ Scholarship Program are:

1. All SHS students will graduate from high school.
2. All SHS students will complete a selection of rigorous coursework and for which there are identified learning expectations.
3. All SHS students graduating will be prepared for post-secondary education or productive occupations.

BENEFITS OF THE A+ PROGRAM

Any student who successfully completes and meets the eligibility requirements as outlined by the A+ Scholarship Program may receive a scholarship to apply to tuition and general fees to any Missouri public community college or technical or vocational school. All funding is subject to legislative appropriations.

STUDENT ELIGIBILITY

To be eligible for the scholarship of the A+ Program, a student must be certified as an A+ student by Stover High School. The A+ Coordinator, as the official representative of the A+ Schools Program, has the responsibility to certify whether a graduate of Stover High School has met all the requirements of the program.

A+ REQUIREMENTS

To be certified as an A+ Student, the individual must do the following over a four-year period:

- Sign an A+ Student Agreement.
- Attend an A+ designated high school for three years immediately prior to graduation;
- Maintain a 2.5 or higher cumulative grade point average;
- Maintain at least a 95% attendance record for grades 9-12;
- Perform 50 hours of unpaid school-sponsored tutoring/mentoring for other students;
 - 12.5 hours may be job shadowing
 - Job shadowing must be pre-approved and all paperwork completed;
- Be a resident of the U.S. or be a permanent resident of the U.S.
- Score proficient or advanced on the official Algebra I, Geometry OR Algebra 2 EOC
 - If a student does not meet the requirement for the math EOC then the student may use the qualifying score from the ACT—the cut score will be determined annually by the Missouri Department of Higher Education.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol and have no record of violating the Safe Schools Act;
- Complete and submit the FAFSA online between January 1 and April 1 of the student's senior year;
- Register with the Selective Service at age 18 for males or as required by law;
- When enrolling in a college or technical/vocational school, the student must declare a major or course of study, and not be considered a "visiting" student.

REQUIREMENT 1 ENROLLMENT

In order for a student to meet the requirement of enrolling in and attending an A+ designated high school for three consecutive years before graduation, the following criteria must be met:

- The student may enroll in the A+ Program at any time between the beginning of his/her freshman year and the senior year. However, the earlier the enrollment the easier it is to complete the tutoring requirements.
- The student should be enrolled and attend SHS for three years prior to graduation or transfer in from an A+ designated school.
- If a student transfers back to SHS from an A+ designated school, he/she may continue to participate in the A+ Schools Program.

REQUIREMENT 2 GRADE POINT

The A+ student must graduate with a cumulative grade point average (CGPA) of 2.5 or higher. Grade point average is calculated at the end of each semester and is cumulative for grades 9-12. Averaging or rounding up to the next highest grade point is not allowed.

The student's official transcript will serve as evidence of the grade point average for A+ certification and for enrollment into a Missouri public community college, vocational, or technical school. Meeting the requirements of the A+ Program does not automatically guarantee entrance into a community college and/or a vocational/technical school.

REQUIREMENT 3 Federal Student Aid (FAFSA) Requirement

The administrative rule set by the Coordinating Board of Higher Education states to qualify for the A+ Scholarship the student must "...make a good-faith effort to secure all federal sources of funding that could be applied to tuition reimbursement..." If the student and/or parent does not complete and submit the FAFSA, the A+ Scholarship funds may not be available for the student for that academic year.

If a student does NOT qualify for any federal funds, the student IS still eligible for A+ Scholarship. The student still must submit the completed FAFSA.

A+ is a program funded by the Missouri Legislature. Before the legislators spend state money on the education of an A+ qualified student, they want to make sure that the student is not eligible for other "free" or non-repayable money from the *Federal Government*.

To meet this A+ Scholarship Program requirement, the PARENTS AND STUDENT must complete the Free Application for Federal Student Aid (FAFSA) form *regardless of whether they think they will qualify for federal funds or not.*

FAFSA information is based on income tax information from the year prior to enrollment in a post-secondary school. For example, if a student wants to enroll in fall courses in 2017, the FAFSA information would come from the 2016 tax return.

FAFSA must be completed online at <http://www.fafsa.ed.gov>

The FAFSA is signed electronically with your FAFSA ID. You may setup your FAFSA ID at <https://fsaid.ed.gov/npas/index.htm>

It is recommended that the FAFSA be filled out as soon as possible between January 1 and April 1 of the year the senior is to graduate. Some educational institutions have an earlier cut-off date than the April 1 so the student should check with the post-secondary institution he/she plans to attend for the deadline date.

Many types of financial aid (scholarships, grants, and loans) use FAFSA information to determine a student's financial need.

The student/parents or guardians must continue to fill out the FAFSA annually while attending a post-secondary school in order to continue to receive the A+ Scholarship.

REQUIREMENT 4 ATTENDANCE

Participants in the A+ Program must comply with the attendance requirement that is separate and different from the general attendance policy in the high school handbook. **The A+ student is required to maintain a higher standard of attendance in order to earn the privilege of continued participation in this program. Each A+ student is expected to attend school regularly and to be on time for classes.**

Required 95% Attendance Rate

- **This calculates to only 8 days absent during the entire school year with or without documentation.**
- **Whenever possible, doctor appointments should be made after 2 p.m. on early out Wednesday or early or late in the day so a full day of school will not be missed.**
- **Documentation for absences must be submitted to the A+ office the same month the absence occurred.**

The attendance rate must be 95% or better from the student's freshman year until graduation. Rounding up of attendance percentage is not allowed. **Saturday School/detention/summer school cannot be counted for attendance in the A+ program.** Any class periods/hours absence will count toward the attendance rate calculation.

Cumulative attendance information will consist of the official attendance record kept by the high school office. Students of the A+ Program will receive an attendance update at parent – teacher conferences.

Extenuating circumstances such as serious health problems or accident-related injuries may cause a student to miss long periods of school. These days may be waived with proper documentation. Students on homebound instruction are allowed to be counted for school attendance.

- Any student 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 and such health related problems should be considered in a possible review situation.
- Documentation must include specific dates accompanied by the signature of the appropriate persons.

WAIVERS WILL NOT BE GRANTED FOR THE FOLLOWING:

- Truancy
- Skipping Classes
- Personal/Family Vacation
- Transportation problems (unless late bus is involved)
- Suspension from class or school for any reason

Absences that may be “Waived” with the approval of the A+ Attendance Review Committee
Any student submitting a request for a waiver of days missed shall provide the A+ Coordinator with official documentation of the following:

<u>Reason for Absence</u>	<u>Documentation from</u>
1. Doctor/Dentist Visit*	Doctor/Dentist*
2. Hospitalization	Physician
3. Chronic Health Problem	School Nurse
4. Court Dates	Court Official
5. Funeral	Copy of memorial & Principal or Counselor
6. Religious Holiday	Religious Leader
7. Personal/Family Calamity	Principal or Counselor or School Nurse
8. Catastrophic illness/injury	Physician or Principal or Counselor or School Nurse

*Doctor/Dentist visits must be appointments that cannot be scheduled outside of the regular school day. This allowance is not intended for routine appointments or for the student's/parent's convenience, but, rather, for exceptional situations.

REQUIREMENT 5 TUTORING/MENTORING REQUIREMENTS

To qualify for the A+ Scholarship the student must perform 50 hours of unpaid, school-sponsored tutoring/mentoring. The A+ Schools guidelines for tutoring/mentoring are:

- Complete an A+ Schools Program Agreement;
- Commit to 50 hours of service
 - Job shadowing may qualify for up to 12.5 hours;
 - The job shadowing must be pre-approved by the A+ Coordinator;
 - Job shadowing documentation must be completed, verified, and submitted before hours are credited;

- Read, complete, and sign a tutoring checklist/orientation form;
- Complete a tutoring timesheet with required signatures;
- Turn in timesheet to A+ Coordinator in order to receive credit;
- Complete tutoring/mentoring hours before the student's graduation.

Policies of the Tutoring/Mentoring Program

Procedures:

- Tutoring/Mentoring must be school sponsored;
- Tutoring/Mentoring must be pre-approved by the A+ Coordinator;
- An official timesheet must be kept by the student and signed by the school official in charge of the student. The timesheet **MUST** be turned in at the end of the semester in which the tutoring/mentoring takes place;
- Tutoring/mentoring must be completed during the school year or summer school;
- Tutoring/mentoring must be completed at a school-approved site.

The student should:

- Notify the supervising teacher if unable to fulfill an assigned task;
- Work with a positive attitude and willingly assume assigned tasks;
- Wear appropriate clothing;
- Follow the rules of the high school handbook;
- Treat the students and supervisor with respect;
- Be sensitive to the needs of the students;
- Respect the principle of confidentiality;
 - Do not post electronically comments or photos regarding A+ tutoring;
 - Do not make disparaging remarks about students, teachers, or staff in any form, (i.e. verbal, written, electronic)
- Report any concerns to the supervising teacher or A+ Coordinator.
- Be present and on time to each tutoring session.
- **Receive NO** financial remuneration for tutoring/mentoring activities.

Inappropriate behavior may cause a student to be disciplined and/or be removed from the tutoring/mentoring assignment and/or also be removed from the A+ Program.

If an A+ student skips an assigned session, that student is truant which can result in disciplinary action. The A+ student taking the semester class must continue the tutoring even if the 50 hours are completed before the end of the semester.

Tutoring Opportunities

- Bulldog Hour—20 minute session each day, usually each Tuesday and Thursday
- A+ Class—a semester class
- Before and after school—special assignments approved by the A+ Coordinator.
- Summer School (if in session)

As a freshman tutoring opportunities may be limited during his/her first year in high school in order to successfully make the transition into their high school career.

REQUIREMENT 6 GOOD CITIZENSHIP

Participation in the A+ Scholarship Program is an honor and a privilege. A student who participates in the program is expected to conform to a higher standard of conduct than that applicable to non-participants. The student must adhere to a code of behavior (as specified in the SHS Student Handbook) which will demonstrate respect for authority, faculty, school, property, and their fellow students. ***A+ students are expected to be positive role-models at all times.***

Any student pursuing the A+ Scholarship Program must maintain a record of good citizenship both in and out of school and avoid the unlawful use of drugs and alcohol. Any student wishing to be eligible for the A+ Scholarship will not sell, possess, or use any controlled substances as defined by law unless prescribed by a licensed physician. Violation of this policy will result in removal from the A+ Schools Program. Certification of good citizenship will be based on the official discipline record of the district. Consequences for infractions of the discipline code are assigned by the Principal who is responsible for certifying the accuracy of the student's discipline record.

Loss of A+ Scholarship eligibility will result if a student is convicted of a felony that is verifiable and either a matter of public record or communicated to school officials in compliance with the Safe Schools Act.

General Offenses

Realizing that students at this age are progressing toward adulthood and may make wrong choices, a "second chance" may be given. Offenses that do not require immediate removal from the program, but require disciplinary actions will result in one of the following:

- A warning may be issued to the student and the parents/guardian will be notified of the incident stating the student has received a warning and may be placed on A+ Scholarship probation if another violation occurs. This notification will be placed in the student's file.
- The student may be placed on probation and a letter of notification will be issued to the student's parents/guardian stating the student is on A+ probation for a period of ranging from one semester to one year, and during that time no additional violations may occur or the student could lose the A+ Scholarship. This probationary period may extend into the next school year. This notification will be placed in the student's file.
- If further violations occur the student may be removed from the A+ Program and the parents/guardian will be notified in writing that the A+ Agreement is no longer in effect, and the student is no longer eligible for the A+ Scholarship. This notification will be placed in the student's file. The student/parents may file for an appeal.

REQUIREMENT 7 SELECTIVE SERVICE

All males must register for the Selective Service at the age of 18 or as required by law. Registration may be completed when filling out the FAFSA online or online at <http://www.sss.gov>

A+ SCHOLARSHIP FOR POST-SECONDARY EDUCATION

The A+ Scholarship may be available from the state of Missouri to eligible SHS graduates who choose to attend a Missouri state public community college, vocational or technical school. This scholarship could be for the cost of tuition and general fees. At the present time funds for textbooks are not available.

To continue to qualify for the A+ Scholarship at the post-secondary level a student must:

- Check with the Financial Office of the attending college for any changes or updates.

A+ funding expires at the earliest of the following:

1. Forty-eight (48) months after the completion of high school coursework;
2. Completion of 105% of the hours required for the program in which the student is currently enrolled;
3. Receipt of an associate degree.

A+ funding

1. Will not pay for repeat coursework;
2. Will not pay for a course of study leading to a degree in theology or divinity;
3. Will be reduced for future semesters if a student does not receive a standard grade for coursework. This includes incomplete or withdrawn courses;
4. **Is based on legislative appropriations from the Missouri State Legislature.**

When enrolling in college or technical/vocational school, the student must declare a major or course of study in order for A+ Scholarship to pay for tuition.

Stover High School is not responsible for the terms and conditions of the A+ Scholarship Program or any changes in program content. Changes in the A+ Scholarship Program can be made at any time contingent upon legislative action and administrative rules determined by Missouri Department of Higher Education and/or the Department of Elementary and Secondary Education.

The A+ Scholarship is conditional upon Stover High School maintaining A+ status.

APPEAL PROCEDURES

Attendance

Appeal of Attendance Process

All documentation of absences needs to be turned in to the A+ office the same month the absence occurs. This allows for a more accurate record of absences that may qualify for a waiver if an appeal is requested.

A+ seniors falling below the 95% attendance requirement must request an appeal before the Attendance Review Committee. During this review, students must ask for a waiver of documented absences, give an explanation of the excessive absences, and explain their plan of action for the future.

The review committee for attendance appeals will be composed of the following:

- Administrator
- Four HS Teachers
- Guidance Counselor/A+ Coordinator as a non-voting facilitator

Board Approved May 2016

After the review committee reaches a decision, the A+ Coordinator will notify the parents/student. If the decision of the committee is to deny the waiver, the parent will also be informed in writing of the decision.

If the A+ Attendance Appeals Committee makes a decision adverse to the student, then the parents/student will have 5 days from the receipt of the decision to appeal the committee's decision to the Board of Education. The appeal to the Board of Education shall be in writing, and the parent or student's written appeal will be reviewed by the Board of Education in a manner determined by the Board of Education.

All appeals must be concluded before student's graduation in order for the student to receive A+ certification.

Citizenship Appeal

Appeal for Waiver of Good Conduct Violation

The student/parents/guardian will have 10 days to file an appeal with the A+ Coordinator after receiving written notification of violation of the citizenship requirement. If an appeal is not filed within 10 school days of notification, it will not be considered.

The required Appeal of Good Citizenship Violation form is available from the A+ Coordinator. The student/parents may also choose to make a brief presentation to the A+ Appeals committee.

Upon receiving the written appeal, the A+ Coordinator will convene the A+ Good Citizenship Appeals Committee composed of:

- Administrator
- Four teachers
- HS Counselor/A+ Coordinator, as non-voting facilitator

After the A+ Good Citizenship Appeals Committee reaches a decision, the A+ Coordinator will notify the parents/student by letter. The parents/student will have 10 days from receipt of that letter to appeal the Board of Education in writing. The appeal to the Board of Education shall be conducted in a manner determined by the Board at its discretion. All probations and appeals processes must be concluded by May 1 of the year in which the student graduates in order for the student to receive A+ certification.

Parents/student should note that this review process is not intended to allow participants to avoid removal for actual violation of the program standards or to seek leniency when an appropriate consequence has been imposed for conduct that has actually occurred. The review process is simply designed to prevent removals from being based upon inaccurate or incomplete information.