

SLATER SCHOOL DISTRICT

A+ STUDENT

HANDBOOK



EXCELLENCE:

EVERY DAY ~ EVERY WAY ~ EVERY ONE

Purpose of the A+ Student Handbook

The purpose of this manual is to provide a clear understanding of the various aspects of the A+ Scholarship Program as established by the Outstanding Schools Act of 1993. There are many aspects of the law that established the A+ Scholarship Program that require Slater High School to establish guidelines and policies. It is the responsibility of the A+ Schools Coordinator to administer the A+ Scholarship Program in a fair and consistent manner. All A+ students must be treated fairly and equitably. The first step of participation in the A+ Scholarship Program is the signing of the A+ Scholarship Participation Agreement by the student, parent, and A+ Coordinator. After all signatures are obtained the student is considered to be an A+ student at Slater High School. It is then the responsibility of the student to continue to meet the requirements to be certified as an A+ student upon graduation. Once achieved, Slater School District has a responsibility to maintain the status of Slater High School as an A+ School. It is the responsibility of the A+ Coordinator to certify to the State of Missouri the students who have achieved this status upon graduation. It is realized that some students will not be able to meet the requirements as set forth in the A+ Scholarship Program. It will be 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 handbook is designed to present, in a clear and consistent manner, the guidelines and policies to be followed by the A+ Coordinator. The A+ Advisory Committee of Slater High School consists of Slater School District Leadership Team and the A+ Coordinator. Please read this information carefully. It is provided for parents/guardians, students, and employees of the Slater School District so that a clear understanding of the requirements for becoming an A+ student is achieved. Any questions about this manual or the A+ Scholarship Program should be directed to the A+ Coordinator, Cheryl Anderson, at 660-529-2278 ext. 302 or canderson@slaterschools.net.

Goals of the A+ Scholarship Program

The A+ Scholarship Program's concept is designed to achieve the 3 basic goals that are set forth in the Outstanding Schools Act of 1993. The 3 goals of the A+ Schools Program are listed below:

- All students will graduate from high school.
- All students will complete a selection of high school studies that are challenging and has identified learning expectations; and
- All students will proceed from high school graduation to a college or postsecondary vocational or technical school, or high wage job with workplace skill development opportunities.

Benefits for Students of an A+ School

Qualifying graduating students will be eligible for the following: „

- Tuition to attend any Missouri public community college or public vocational or technical school.
- Tuition incentives which will be made available after the student has made a good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment.

Students will receive this incentive for TWO years. A student must be considered a FULL-TIME student by the post-secondary institution maintaining a grade point average of 2.5 or higher on a 4.0 scale. Students must complete the two years of FULL-TIME enrollment at the institution within FOUR years after graduation from Slater High School. **Tuition reimbursement is contingent upon availability of state funds.**

Student Eligibility

To be eligible for the financial incentives of the A+ Scholarship Program, Slater High School must certify a student as having met all A+ requirements. As the official representative of the Missouri Department of Higher Education, the A+ Coordinator has the responsibility to certify that a graduate of Slater High School has met the criteria of certification. To be certified as a participant, a student must:

- Sign an A+ Participant Agreement (copy included in appendix of this booklet).
- Attend an A+ High School for three consecutive years immediately prior to graduation.
- Graduate from Slater High School with a cumulative grade point average of 2.5 or above on a 4.0 grading scale. (non-weighted).
- Graduate from Slater High School with a cumulative attendance record of 95% or better.
- Perform 50 hours of unpaid tutoring or mentoring of younger students which up to 25% (12.5 hrs.) may be include job shadowing (approved by A+ Coordinator).
- Maintain a record of good citizenship and avoidance of unlawful use of alcohol and drugs.
- Beginning with the high school senior class of 2015, have achieved 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.

A summary sheet advising the student and parent(s) or guardian of the student's progress toward A+ status will be reviewed with the student and mailed after each quarter. (Sample included in the appendix of this handbook).

Enrollment Requirements

Enrollment guidelines for A+ Scholarship program are:

- Must graduate from an A+ high school.
- The student must have attended an A+ designated high school for three consecutive years immediately prior to graduation.
- **If one of the student's parent 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, the student is exempt from this requirement. However, he or she must attend an A+ designated high school and meet all of high school eligibility requirements in the school year immediately preceding graduation. Students must meet all requirements since their freshman year of high school, including the time they attended an A+ designated school other than Slater High School.**

Grade Point Requirement

To meet the eligibility requirement for grade point average, the student must:

- Graduate with a cumulative grade point average of 2.5 on a 4.0 scale (on a non-weighted scale).
- The cumulative grade point average is based on all four years of high school and is calculated using semester grades (not quarter grades).

Parents/guardians and students that have an A+ Agreement signed on file will be provided information regarding their high school grade point average on an eligibility status report each quarter. **The A+ participant has the responsibility to closely monitor his/her grade point average.**

The student's official transcript will serve as evidence of grade point average for admission into an approved Missouri public community college or public vocational/technical school.

Good Faith Effort to Secure Funding

To meet the eligibility requirement for good faith effort to secure funding the parent must:

- Complete and send in the Free Application for Federal Student Aid. The FAFSA information must be sent to the Missouri community college or public vocational/technical school that the student is planning to attend.
- The Free Application for Federal Student Aid (FAFSA) is available online. The internet address is www.fafsa.ed.gov .
- Parents are encouraged to apply as early as possible. The 2017/2018 FAFSA will be available in the Fall (October) of 2016.

Parents will be required to apply again for federal financial assistance after the first year is completed at the community college or public vocational or technical school.

Attendance Requirement

A+ Students are required to have a 95% attendance rate at the time of graduation. Any student who does not meet the 95% attendance requirement will not be eligible for the A+ financial incentive. The following guidelines for attendance are in effect for all students participating in the A+ Scholarship Program:

- Accumulative attendance record will be kept from the beginning of the freshman year until graduation by Slater High School.
- Accumulative attendance information will be gathered from the official computerized information system used by the district.
- Every quarter A+ students and their parents or guardians will be provided information of the student's status with regard to the A+ requirements. This information will contain the student's cumulative attendance percentage.
- If the student needs to appeal an absence(s), the appeal must be completed and submitted NO LATER THAN the end of the semester in which the absence(s) occurred.
- No appeals allowed after a student has graduated.

When filing an appeal, the student must do so using the A+ Attendance Appeal Form. (Sample included in the appendix of this booklet.)

Attendance Waiver Guidelines

Extenuating circumstances such as serious health problems or accident-related injuries may cause a student to miss long periods of school. In such cases, student/parents may provide the A+ Coordinator with medical documentation which will be considered in reviewing a waiver of absence due to extenuating circumstances.

***It is the student's responsibility to report hospitalization and other extenuating circumstances to the A+ Coordinator.**

Attendance Review Process

When all of the information is received the A+ Attendance Review Committee will meet within 30 school days after the conclusion of the appeal deadline to determine if a waiver of absences will be granted.

The A+ Attendance Review Committee will be composed of the following:

- Slater School District Leadership Team
- A+ Coordinator acting as a facilitator and non-voting member

After the A+ Attendance Review Committee reaches a decision, the A+ Schools Coordinator will notify the student and parents by letter.

Tutoring Requirement

A+ Students are required to perform 50 hours of unpaid tutoring. The following guidelines have been established for A+ tutoring:

- Tutoring must be school sponsored.
- Official time sheet must be kept by the student and turned in to the A+ Coordinator so the hours can be recorded.
- Official time sheet must be signed by a school official sponsoring the tutoring. (Sample included in appendix of this booklet.)
- Tutoring may be done during the school year or during summer school.
- All tutoring must be done on Slater School District premises under the supervision of a teacher (tutoring may not be done at an individual's home). Approval of tutoring performed for summer school at a sending school must be made by the A+ Coordinator prior to the tutoring occurring.
- The A+ Coordinator or the sponsoring school may terminate the tutoring experience.
- The A+ Student is responsible for being present at the agreed upon day and time for the tutoring or mentoring. If absent, it is the responsibility of the A+ Student to notify the adult in charge of the A+ tutoring experience.
- All students must attend a tutoring meeting prior to the beginning of tutoring.
- Students must have a 2.5 G.P.A.
- All tutoring must be approved by the A+ Coordinator/High School Counselor.
- An A+ Participation Agreement must be completed prior to tutoring.
- No tutoring hours will be accepted after the district deadline for student grades their graduating year.

Citizenship & Avoidance of Substance Abuse Requirements

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+ Financial Incentive. The following guidelines for citizenship are in effect for all students participating in the A+ Scholarship Program:

- Participation in the A+ Scholarship Program is an honor and unique privilege for Slater High School students.
- An A+ Student will not sell, possess, or use any controlled substances as defined by law unless prescribed by a licensed physician. Any violation of this policy will result in loss of A+ eligibility.
- A student will lose A+ eligibility if he/she accumulates more than ten (10) days of suspension (Out of School Suspension and Suspension Center) or accumulates 10 days of In School Suspension (ISS) or a combination of both that equals more than 10 days during his/her high school career. Suspension records for eligible students who transfer from another district will be used to determine eligibility.
- Upon signing the A+ Participation Agreement, you allow the A+ Coordinator permission to check disciplinary records to verify compliance with the Drug Free/Alcohol Free pledge.

The following offenses will result in immediate removal from the A+ Schools Program:

- Criminal Activity as defined by the Safe Schools Act
- Assault
- Physical threat to staff
- Vandalism/theft
- False fire alarm/bomb threats and misuse of emergency equipment
- Sexual misbehavior/exposure/harassment
- Charged, convicted, or pled guilty in a court of general jurisdiction (Missouri Circuit Court or Federal Court) for the commission of a felony violation of state or federal law.

Note: Because it is impossible to publish all situations that may result in removal from the A+ Schools Program, situations must not be literally in writing to be enforceable.

Citizenship Appeals Process

If the student is removed from the A+ Scholarship Program, the student has the right to appeal. This appeal must be filed with the A+ Coordinator within 30 days of notification. ***If the appeal is not filed within 30 days, the appeal will not be considered.*** When all of the information is received, an A+ Citizenship Review Committee will meet within 30 days after the appeal deadline to determine if an appeal will be granted.

The A+ Citizenship Appeal Committee will be composed of the following:

- Slater School District Leadership Team
- A+ Coordinator to serve as a facilitator and non-voting member

After the A+ Citizenship Committee reaches a decision, the A+ Coordinator will notify the student and parents by letter.

If the student would like to appeal the decision of the Citizen Review Committee, the citizenship appeals form must be submitted to the building principal within 20 days of the Citizenship Review Committee's decision.

When filing an appeal, the student must use the A+ Citizenship Appeal Form available from the A+ Coordinator. (Sample included in the appendix of this handbook.)

Any action that would result in an unacceptable citizenship evaluation for a student who is on probation will automatically terminate the student from the A+ Schools Program.

The school district reserves the right to remove a student from the A+ Program who has been charged, convicted, or pled guilty in a court of general jurisdiction (Missouri Circuit Court or Federal Court) for the commission of a felony violation of state or federal law.

When filing an appeal, the student must use the A+ Citizenship Appeal Form. (Sample included in the appendix of the booklet.)

Forms

On the following pages, you will find the following sample forms which may be picked up in the office of the A+ Coordinator at the high school or outside the high school counselor's office.

- A+ Participation Agreement Form
- Tutoring Timesheet Form
- A+ Attendance Appeal Form
- A+ Citizenship Appeal Form
- Eligibility Status Report For A+ Program Enrollment Application
- A+ Tutoring Guidelines
- A+ Tutoring Contract

Slater High School A+ Participation Agreement

Student Name: _____ Class of _____

Address: _____ Date of Birth: _____

Since Slater High School has been designated as an A+ School, eligible students will receive financial incentives until the earliest of the following occurs: 48 months from their date of graduation as indicated on their high school transcript, receipt of an associate's degree, completion of 105% of the hours required for the program in which they are enrolled.

To be eligible for these incentives, students and parents need to be aware of the following criteria:

- U.S. Citizen or permanent resident
- Graduate from an A+ High School where student was enrolled in 80% of the instructional days required for graduation
- Graduate from high school with at least a 2.5 cumulative grade point average on a 4.0 scale
- Have at least a 95% cumulative attendance record for the three-year period
- Perform fifty (50) hours of unpaid tutoring or mentoring for students, of which up to 25% may include job shadowing
- Maintain a record of good citizenship and avoid the unlawful use of drugs/alcohol
- Beginning with the high school senior class of 2015, have achieved a score of proficient or advanced on the Algebra I end of the course exam or a higher level DESE approved exam in the field of mathematics*

*Be it understood that in exchange for meeting or exceeding the above criteria, the above-named student **may** be eligible for reimbursement as established in the Outstanding Schools Act of 1993. Said reimbursements are the responsibility of the Missouri General Assembly and the Coordinating Board for Higher Education and **not** the Slater School District. **Reimbursements are described as:***

- Tuition, **pending legislative funding approval**, to any public community college, vocational, or technical school in the state of Missouri for any student who has met the requirements and made a good faith effort to secure all available sources of federal funding that can be applied (FAFSA) – by the MDHE-determined deadline of the senior year.
- The period of eligibility shall be for a period of two (2) years during the four (4) year period immediately following graduation.

***Qualifying Scores for ACT Alternative to the A+ Algebra I End-of-Course Exam Requirement:** The Coordinating Board for Higher Education approved the following qualifying scores for the ACT exam alternative to the A+ Algebra I End-of-Course Exam requirement. The CBHE is charged with establishing these minimum scores annually. Graduating A+ Seniors must meet one of the ACT math score/high school GPA in accordance with the following scale if they do not score proficient or advanced on the Algebra I or a higher level math end-of-course exam (EOC).

ACT Math/High School GPA Scale		
ACT Math Score		High School GPA
17	and	2.5 or greater
16	and	2.8 or greater
15	and	3.0 or greater
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 postsecondary student you may be eligible for an award in the same term that you take the test.		

Hereby signed and agreed to on the _____ day of _____, 20_____

Student Signature

Parent/Guardian's Signature

A+ Coordinator Signature

A+ Tutoring Timesheet

Please submit to the A+ Coordinator at the end of each semester. The tutoring supervisor's signature is required for each session.

Name: _____

Graduation Year: _____

Date	Student's Name	Subject	Time	Supervisor's Signature
		Total Hrs.		

12 hours of job shadowing can count toward the 50 tutoring hours but must be approved by the A+ Coordinator.

Date	Student Name	Business Name/Location	Time In	Time Out	Supervisor's Signature
		Total Hrs.			

I verify that the above information is accurate.

A+ Coordinator's Signature: _____

Date: _____

Student Signature: _____

Date: _____

A+ Attendance Appeal Form

Student Name: _____ Parent(s) Name: _____

Address: _____ Zip Code: _____

Telephone Number: _____ Graduation Year: _____

This request is to appeal school absences for the following: (please check)

_____ First Semester _____ Second Semester _____ School Year

In the space below, please indicate the date(s) of the absence(s) and the reason for the request to be reviewed. Please attach any documentation that supports your appeal. *Absence appeals must be submitted no later than the end of the semester in which the absence(s) occurred.* **Please attach a letter addressed to the Attendance Appeal Board explaining the reasons for your absences.**

Date of Absence	Reason for Absence

For A+ Office Use:	
Date Reviewed: _____	Date Accepted: _____
Date Appeal Committee Met: _____	Date Denied: _____
Date Decision Letter Sent: _____	

**Slater High School
A+ Citizenship Appeal Form**

Student Name: _____ Parent(s) Name: _____

Address: _____ Zip Code: _____

Telephone Number: _____ Graduation Year: _____

This request is to appeal an A+ Citizenship violation or to appeal being placed on A+ Citizenship Probation. In the space below, please indicate the date(s) of the disciplinary action and the reason for the request to be reviewed. Please attach any documentation that supports your appeal.

The A+ Coordinator must receive this request within 30 days of notification of A+ Citizenship violation or probation. If violation occurs during the last two weeks of a school year, this appeal must be made within three days of the notice of Probation or notice of removal from the A+ Program.

Date of Incident(s):

Date of Probationary/Removal Letter:

Justification for Appeal:

For Building Principal Use:

Date Reviewed: _____

Appeal Accepted _____

Date Appeal Committee Met: _____

Appeal Denied _____

Date Decision Letter Sent: _____

For A+ Office Use:

Date Reviewed: _____

Date Accepted: _____

Date Appeal Committee Met: _____

Date Denied: _____

Date Decision Letter Sent: _____

Student Quarterly Eligibility Status Report

Student's Name _____ Grade _____ Quarter _____

Agreement Date: _____

State Requirement	Current Status	Meeting Requirement
<u>Attendance</u> 95%	____%	Yes ____ No ____
<u>Cumulative Grade</u> <u>Point Average (GPA)</u> 2.5	____/4.0 Scale	Yes ____ No ____
<u>Citizenship</u> Record of Good Citizenship	____ Eligible ____ Ineligible	Yes ____ No ____
<u>Tutoring</u> <u>Eligibility</u>	Must be within reasonable limits in all three criteria (Attendance, GPA, Citizenship)	Yes ____ No ____
<u>Comments:</u> Testing Requirement –Not Met Mentoring Hours- /50		

* Graduating A+ Seniors must meet one of the ACT math score/high school GPA in accordance with the following scale if they do not score proficient or advanced on the Algebra I or a higher level math end-of-course exam (EOC).

ACT Math/High School GPA Scale		
ACT Math Score		High School GPA
17	and	2.5 or greater
16	and	2.8 or greater
15	and	3.0 or greater

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 postsecondary student you may be eligible for an award in the same term that you take the test.

A+ Tutoring Guidelines

*The A+ Coordinator will provide the high school counselor with the teacher that you have been assigned to work with during the school year.

*If your designated classroom is in the Early Childhood Center you will check out a door card at the beginning of the hour so that you can get into the building. It is your responsibility to return the card to the library at the end of the hour.

*You will need to be in your designated classroom when the bell rings, just as if it was a class. The teacher will notify the office if you are absent. You are to remain in the classroom for the entire class period unless you are providing a service for your teacher. **Reminder: Students are not to be in the teachers' lounge or the resource room.**

*You will need to take a tutoring log (found outside Mrs. Clements' office on the A+ Bulletin Board or the school website) to the classroom and fill it out daily. Leave this log with your teacher so that they can post it in their classroom for easy access. **This is your responsibility not the classroom teacher.** This log will be due at the end of each quarter at which time **you** may be turned into Miss Barb.

*As an A+ Aide you are required to work with a student for at least 50% of the time that you are in the classroom. It is okay for you to do other things for the classroom teacher but please work with a student half of your time in the classroom, as you are fulfilling the tutoring part of the A+ requirements.

*Being an A+ Aide will help fulfill your 50 hours of unpaid tutoring required by the A+ Program.

*Requirements to be an A+ Aide are:

- Completed and submitted A+ Agreement
- U.S. Citizen or permanent resident
- Attend designated A+ school for 3 consecutive years prior to graduation
- Graduate with at least a 2.5 cumulative GPA on a 4.0 scale

A+ Tutoring Contract

Tutor

- Successfully complete tutor/teacher meeting before working in a classroom.
- Accurately complete the tutoring log and get teacher's signature at end of each session.
- Be honest when calculating the number of minutes spent tutoring each session; don't just count check-in/check-out times.
- Return tutoring logs at the end of each quarter on time to the high school office.
- Be on time arriving to the assigned classroom as truancy will be reported to the high school office.
- Follow district handbook guidelines.
- Work with tutee(s) in a positive, upbeat way; be a good role model.
- Work with cooperating teacher(s) to determine which students need assistance, tasks to be accomplished and appropriate rewards to be given for tutee's accomplishments.
- Accept constructive criticism from cooperating and supervising teachers.
- Maintain good citizenship, good attendance and good grades.
- **Meet with assigned cooperating teacher prior to tutoring beginning.**

I have read the above guidelines and understand that if said guidelines are not followed it could result in dismissal from the A+ Program.

Student's Signature

Date

Cooperating Teacher:

- Call in your tutor's absence at the beginning of the designated time by calling the high school office.
- Provide tutoring opportunities 50% of the time the tutor is in your classroom.
- Give clear directions to tutors about expectations and goals for tutor and tutee(s).
- Provide an appropriate place for tutoring to occur (in which a certified teacher is present).
- Encourage and support tutors.
- Address concerns (if they occur) with the tutor and email Mrs. Clements by email when handbook violations occur. **If immediate action is needed, call Mrs. Jessica Clements.**
- Contact the A+ Coordinator if concerns persist.
- Sign tutoring logs at the end of each session verifying the tutor's times of arrival and departure as well as number of minutes spent tutoring.
- **Cooperating teacher will meet with the tutor prior to tutoring beginning.**

I have read the above guidelines for A+ Tutors and Cooperating Teachers and understand my role as a cooperating teacher for the A+ Program.

Cooperating Teacher's Signature _____ **Date** _____

A+ Coordinators Signature _____ **Date** _____