

MONTROSE R-XIV SCHOOL



2019-2020

A+ Program Student/Parent Handbook

Requirements & Guidelines for Eligibility

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Purpose of the Manual

The purpose of this manual is to provide students, parents, and staff with information about the guidelines and policies of the Montrose R-XIV High School A+ Program. It is the responsibility of the school to ensure that A+ designation is achieved and continued A+ status is maintained. It is the responsibility of the student and parent to read, understand and comply with program requirements.

Rationale

The A+ Schools Program is a school-improvement initiative established by the Outstanding Schools Act of 1993. The program is raising academic standards, opening new doors to higher education, and introducing students to the teaching profession through tutoring and mentoring activities. The program provides incentives for local high schools to:

- Reduce the dropout rate
- Raise academic expectations and eliminate “general track” courses
- Provide better “career pathways” for all students
- Work more closely with business and higher education leaders

The primary goal of A+ Schools is to assure that all students are well prepared to pursue advanced education and employment. The program also offers state-paid financial assistance to students who graduate from an A+ designated high school and meet specific requirements. According to the U.S. Department of Labor, seventy-five percent of our jobs require technical skills. The A+ Schools Program encourages all students to focus on a career early and set a goal that includes training beyond high school. The A+ Schools Program asks all students to select a career path, plan course work for all four years of high school, and progress toward their goal of obtaining additional training/education at the post-secondary level and/or obtaining a high-skill, high-wage job after graduation.

Participation Requirements

- The high school from which the student graduates must meet and maintain all the requirements for A+ schools designation.
- State funding must be available. As with any state program, A+ Schools Program financial incentives are subject to the political process of annual appropriation and legislative approval.
- The student must meet all eligibility criteria outlined in the A+ Schools Agreement and A+ Citizenship Guideline. The forms must be signed by students and parents to indicate participation in the program and must be turned in to the school’s A+ Office to be placed in the student’s file.

The chart on the following page, from the Department of Elementary and Secondary Education, demonstrates the current and most-up-to-date requirements.

To be eligible for assistance you must meet the following requirements:

High School Students	Initial Postsecondary Students	Renewal Students
• Be a U.S. citizen or permanent resident. • Enter into a written agreement with your high school prior to graduation. • Attend a designated A+ high school for 3 years prior to graduation.¹ • Graduate from an A+ designated high school with an overall grade point average of 2.5 or higher on a 4.0 scale. • Have at least a 95% attendance record overall for grades 9-12. • Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing prior to graduation.² • Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol while in grades 9-12. • 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.³	• Enroll and attend full-time at a participating public community college or vocational/technical school, or private two-year vocational/technical school. (Students who have a disability as defined by Title II of the Americans with Disabilities Act and are unable to enroll full time because of their disability but enroll in at least six credit hours may be considered to be enrolled full time.) • Be seeking a degree or certificate at the school in which you are enrolled.⁴ • Not be pursuing a degree or certificate in theology or divinity. • Not have a criminal record preventing receipt of federal Title IV student financial aid. • Make a good faith effort to secure all available federal financial aid by completing the Free Application for Federal Student Aid (FAFSA). If you are attending a school that does not participate in Title IV programs, you must complete the FAFSA4caster, which is a tool for estimating your level of need for federal financial aid. • Achieve at least a 2.0 cumulative grade point on a 4.0 scale at the end of the fall semester (or at the end of the initial payment period for non-semester-based programs) and otherwise maintain satisfactory academic progress as defined by your school. • Complete 12 semester credit hours or the equivalent (6 hours during the summer term) each term in which you receive an A+ award in order to maintain eligibility for the next term. Students in clock hour programs must complete 90% of the clock hours required for the applicable federal payment period.	• Continue to meet the eligibility requirements for initial students, except for the 2.0 CGPA fall semester requirement. • Maintain a 2.5 cumulative grade point average on a 4.0 scale and otherwise maintain satisfactory academic progress as defined by your school.⁵ • Make a good faith effort to secure all available, non-loan federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) each academic year. If you are attending a school that does not participate in Title IV programs, you must complete the FAFSA4caster, which is a tool for estimating your level of need for federal financial aid. • Complete 12 semester credit hours or the equivalent (6 hours during the summer term) each term in which you receive an A+ award in order to maintain eligibility for the next term. Students in clock hour programs must complete 90% of the clock hours required for the applicable federal payment period.

¹ 2018 seniors who attended an A+ designated high school for any three of the four years prior to high school graduation have met this requirement. In addition, regardless of your graduation year, if one of your parents is a member of the military on active duty or has retired from the military and relocated to Missouri within one year of their retirement, you are exempt from this requirement. However, you must attend an A+ designated high school in the school year immediately preceding graduation and meet all of the other high school eligibility requirements.

² High school policy may allow this criterion to be met up to 6 months beyond high school graduation in exceptional circumstances. Check with your high school's A+ coordinator to see if this is an option.

³ **2020 High School seniors** - 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.

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

⁴ If you have already received an associate degree or baccalaureate degree you are not eligible for the A+ scholarship program.

⁵ A renewal student is someone that has received an A+ payment, or who was eligible but whose award was reduced to zero after federal, non-loan aid was applied to tuition and fees, in a prior academic year. If this is the first academic year in which you have received an A+ payment, you are not subject to the renewal 2.5 minimum GPA requirement but you must achieve at least a 2.0 cumulative grade point average by the end of the fall term, or the end of the initial payment period for non-semester based programs.

Montrose R-XIV High School A+ Program

The education of all students is important, regardless of their plans following high school. Some high school graduates will choose to attend a four-year college or university; others may go directly into the work force or military; and still others may seek additional training at a postsecondary career/technical school or community college. The A+ Schools Program is designed to ensure that no matter which option is chosen, all high school students will be provided selections of courses, career counseling, technology and/or workplace skill development opportunities that are appropriate to their career goals.

Montrose R-XIV High School students who meet all state-mandated A+ participation requirements may be eligible for these financial incentives, provided 1) state funds are appropriated by the legislature or 2)

subject to state funding approval. If a student is a noncitizen, it is up to the post-secondary institution to determine whether they are eligible for the incentives for the A+ program.

Students must meet the following requirements to be eligible for tuition and common student fee reimbursement:

- Sign an A+ Schools Agreement and A+ Citizenship Guideline prior to high school graduation.
- Attend a designated A+ School for three years prior to graduation.
- Graduate from an A+ designated high school with a cumulative, non-weighted 4-year grade point average of 2.5 or higher.
- Maintain a cumulative, 4-year attendance record of at least 95 percent.
- Perform 50 hours of unpaid, school-based academic tutoring. Tutoring is usually completed during a student's junior or senior year. Tutoring must be academic in nature and completed in the Tutoring class or by prior arrangement with the A+ Coordinator. Only A+ Office approved tutoring will be included in the student's A+ eligibility file.
- Maintain a record of good citizenship and avoid the unlawful use of alcohol and/or drugs.
- File a Free Application for Federal Student Aid (FAFSA). A+ funding becomes available only after all federal aid has been determined and applied to tuition and fees.
- All individuals required to register under the United States Military Selective Service Act must show proof of registration to be eligible for state-supported financial assistance.
- 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.
- Beginning in 2017, 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 sub score and high school GPA in accordance with the scale listed above. 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.

Maintaining Post-Secondary A+ Eligibility

You may renew your award annually.

To renew, initial students must:

- Achieve a minimum 2.0 cumulative grade point average by the end of the fall term.
- Complete at least 12 credit hours in each fall and spring term in which you receive an A+ award (6 credit hours in summer).
- Achieve a minimum 2.5 cumulative grade point average by the end of the spring term.

To renew, renewal students must:

- Complete the **FAFSA**, or **FAFSA4caster** if applicable, each year in order to make a good faith effort to secure a Pell grant or other federal aid
- Maintain a 2.5 grade point average and otherwise maintain satisfactory academic progress as defined by your school
- Complete at least 12 credit hours in each fall and spring term in which you receive an A+ award (6 credit hours in summer).

If you fail to meet the renewal criteria, you may receive the award in the term following the school's determination that the standard has been regained. Schools have different policies for how frequently they monitor satisfactory academic progress. You will need to check with your school to determine when your award might be reinstated.

A+ Program Enrollment

A+ participation is voluntary. Students may enroll in the program by completing and returning an A+ Schools Agreement and A+ Citizenship Guideline to the A+ office. Forms are available in the A+ office. There is no specific deadline for enrolling in the A+ Program. Students are encouraged, however, to begin their participation in the A+ Program at the beginning of their freshman year. Enrolling early allows students and their parents to focus on compliance with A+ goals and meeting requirements of the program before graduation.

Q. What does signing the A+ Agreement mean?

A. By signing and submitting the A+ agreement, students and their parents are simply indicating an interest in the students' participation in the A+ Program and that they understand the requirements which qualify the students for that program. When an agreement has been signed by all parties and returned, a file will be established for that student and will be located in the A+ Program Coordinator's office. This file denotes the student's active participation in the A+ Schools Program and will contain all pertinent information relative to the student's eligibility for A+ funds.

Tuition Benefits

Students who successfully complete the requirements of the program may qualify to receive financial assistance for tuition and common student fees to attend any public community college or vocational/technical school in the State of Missouri. Under the program, the financial incentives may be available for eligible students for two years (6 semesters) during the four-year period immediately following graduation.

The tuition incentive is earned by each individual and is not transferable to any other student. Receipt of private scholarships will not affect any student's eligibility to participate in the A+ program.

Financial need is not a factor in determining student eligibility for the A+ tuition incentive.

The scholarship will reimburse, within the limits described in the following paragraph, the unpaid balance of your tuition and general fees after all available, non-loan federal financial assistance, such as the federal Pell grant, has been applied to your account. This may result in a zero award if your Pell grant is sufficient to cover all tuition and general fee charges. General fees are fees that are charged to all students and do not include fees specific to an individual program or group of students.

The tuition amount eligible for reimbursement is capped at the published standard per credit hour tuition rate charged by State Technical College of Missouri. The reimbursement cap is subject to change annually as tuition rates change. The maximum reimbursement rate is announced in late spring or early summer each year. For the 2019-20 academic year, the maximum rate is \$175.25 per credit hour or \$4.70 per clock-hour.

The amount reimbursed may be reduced if there are insufficient state appropriations. The following factors may also affect the amount you are eligible to receive:

- Reimbursement will be made for completed coursework, including remedial coursework, for which a standard grade was assigned and that is required by your school for the completion of the degree or certificate. For A+ Scholarship purposes, a grade of Incomplete is considered a standard grade.
- Coursework that is part of a higher level certificate or degree program taken after receipt of a certificate will be reimbursed if it is related to the original certificate.
- The amount of reimbursement paid for coursework for which a standard grade was not assigned (dropped coursework), including coursework from which you officially or unofficially withdrew, will not be reimbursed if you complete 12 semester credit hours (6 in summer). Dropped coursework will be reimbursed if you complete fewer than 12 semester credit hours (6 in summer) because you will be ineligible for A+ until the dropped hours are completed. For example, if you enroll in 15 hours but only complete 12, A+ will not pay for the 3 hours that were dropped. If you enroll in 15 hours but only complete 9, A+ will pay for all 15 hours but you will be ineligible for A+ until you have completed at least 3 hours ($9+3=12$ hour completion requirement).
- Repeat coursework, which includes courses for which you have already received a grade (including a failing grade), will not be reimbursed.

Q. Does participating in the A+ program restrict a student's choices?

A. Participating in the A+ Program in high school DOES NOT in any way restrict a student's educational choices. The A+ Schools Program is designed to provide greater opportunities for students. Signing up will not restrict the options available to a student while in high school or upon graduating from high school.

Q. What if an A+ participant decides to attend a four-year college or university?

A. There are no repercussions for participating in the A+ Program in high school and completing the student eligibility requirements. Many students will develop plans to attend a four-year college or university following high school. (The A+ Schools Scholarship incentive MAY NOT be applied to costs associated with a four-year college or university.)

- Students eligible for A+ tuition benefits may opt to attend a community college for two years, earn an Associate's Degree, or simply earn basic credit hours; then transfer those credits to a four-year college/university.
- If an A+ eligible student should withdraw from a four-year institution with at least a 2.5 GPA, he/she could enroll at a Missouri public community college or vocational-technical school and may still be eligible for A+ tuition benefits during the four-year period immediately following graduation. Students should check with the institution's A+ Coordinator to determine eligibility status.

Q. What if an A+ participant decides not to attend a community college or vocational or technical school?

A. Participation in the A+ Program in no way restricts a student's post high school career or educational opportunities. It is simply a funding resource for post-secondary education should the student choose to utilize it. A student who participates in the A+ Program is NOT required to attend a community college or vocational or technical school.

Q. What if an A+ participant attends a community college or vocational/technical school and then decides to transfer schools?

A. If you choose to transfer to a different participating Missouri school, either between academic years or semesters, you must contact the MDHE at (800) 473-6757, option 4. Failure to notify the MDHE of the transfer may reduce the total amount you receive under the scholarship.

Q. What if an A+ participant needs to defer their scholarship eligibility?

A. If you are unable to attend school due to active duty service to any branch of the armed forces of the United States, you may qualify for a deferment of your scholarship eligibility. The deferment will ensure you receive 48 months of eligibility (see more information below). You must return to full-time status within 12 months of the end of your military service and provide a copy of your DD214 to verify the length of your service in order to resume your eligibility.

To defer your eligibility you must submit a written request to:

Missouri Department of Higher Education
ATTN: A+
P.O. Box 1469
Jefferson City, MO 65102-1469

Q. How long is an A+ participant eligible for the scholarship award?

A. Your eligibility expires when the earliest of the following occurs:

- 48 months after the graduation date documented on your high school transcript.
 - Students providing service to any branch of the U.S. armed forces can defer their eligibility (see more information above).
 - Students graduating from high school in mid-year may be eligible for a spring award if their high school transcripts indicate the mid-year graduation date.
- Receipt of an associate's degree
- Completion of 105% of the hours required for the program in which you are currently enrolled

105% includes the following:

- All hours, including developmental/remedial hours, taken at your current A+ eligible school
- All known hours, including developmental/remedial hours, taken at any other A+ eligible school
- Hours taken at any non-eligible A+ school, including out-of-state schools, that your current school accepts in transfer

105% excludes the following:

- Hours earned for work performed before high school graduation, including (but not limited to): dual credit, dual enrollment, technical education articulation, Advanced Placement, International Baccalaureate
- Hours from a non-eligible school not accepted in transfer by your current school

If you complete a certificate and progress to a higher-level certificate or degree in a related field, the 105% calculation will include:

- Hours earned at any institution (A+ eligible or non-eligible) prior to receipt of the initial certificate that transfer into the new program

- Hours taken at any A+ eligible school, including your current school, after receipt of the initial certificate. This includes any developmental/remedial hours completed.
- Hours taken at any non-eligible A+ school, including out-of-state schools, after receipt of the initial certificate and that your current school accepts in transfer.

After receipt of an initial certificate, the 105% will not include:

- Hours earned for work performed before high school graduation, including (but not limited to): dual credit, dual enrollment, technical education articulation, Advanced Placement, International Baccalaureate
- Hours completed at any institution (A+ eligible or non-eligible) before receipt of the initial certificate that do not transfer into the new program.
- Hours taken at any non-eligible A+ school, including out-of-state schools, after receipt of the initial certificate and that your current school does not accept in transfer.

Accessing Tuition Benefits

It is critical to the integrity of the A+ Program that A+ participants pay strict attention to all the guidelines, rules, and policies that govern the program. Some control is given to local school districts in establishing policy and administering the A+ Program. Most of the rules governing the administration of the program are found in state statutes and are not subject to local amendment.

The MDHE does not provide notice to students of eligibility. Contact your high school A+ Coordinator for your eligibility status based on the high school eligibility criteria. Contact the financial aid office at the school you attend for your postsecondary eligibility status.

You do not have to complete a paper A+ Scholarship application for the MDHE. Check with your community college or vocational/technical school to see what materials they require in addition to the A+ seal/stamp on your high school transcript in order to confirm your A+ eligibility.

In addition, you must complete the **FAFSA** each year. If you are attending a school that does not participate in Title IV programs, you must complete the **FAFSA4caster**, which is a tool for estimating your level of need for federal financial aid.

The MDHE receives electronic FAFSA records for Missouri residents directly from the federal government. Late filing may jeopardize your payment as well as eligibility for other state aid programs.

For the summer term, check with the school you are attending to see which academic year (July 1 to June 30) contains the summer term. For example, if the 2019 summer term is part of the upcoming academic year (called a “header”), you would need to file a 2019-20 FAFSA in order to receive a summer award. If the 2019 summer term is part of the prior academic year (called a “trailer”), a 2018-19 FAFSA is required.

Although you must file a FAFSA for the correct academic year based on your school’s academic year, the MDHE will always provide funding for the summer term after July 1, even if your school considers summer to be a trailer to the previous academic year.

Grade Point Average (GPA) Requirement

Eligible participants must graduate with a cumulative non-weighted, unrounded grade point average of 2.5 or higher. For purposes of this program, grade point averages are not rounded (2.499 is not 2.5).

It is the responsibility of each participant to closely monitor his/her grade point average. Final determination of eligibility cannot be made until an A+ participant graduates and his/her final GPA is calculated on the official senior transcript.

Attendance Requirement

A+ Students are required to have a 95% attendance rate at the time of graduation, which is based on the cumulative attendance record during his/her four years of high school. Attendance is based upon all hours when school is in regular session. The hours calculated for Average Daily Attendance (ADA) will be used to determine the 95% attendance requirement. Absences that occur as a result of school-sponsored activities are not counted against attendance. The A+ Coordinator and attendance office will keep the official record for each student. It is the responsibility of each A+ participant to closely monitor his/her attendance. Attendance may easily be monitored on the student and/or parent portal, but A+ participants may request their attendance percentage at the end of each semester.

Students are expected to attend school regularly and to be on time for classes. Therefore, the student will acquire the habits of punctuality, self-discipline and responsibility. A student who does not meet the 95% attendance requirement may not be eligible for the A+ Program financial incentives, unless he/she is granted a waiver.

Students who do not meet the attendance guidelines are encouraged to file an appeal as soon as possible. A+ Attendance Waiver forms are available in the high school office or from the A+ Coordinator.

Waivers would most often be granted for (but not necessarily limited to) long-term illnesses, hospitalizations, granted homebound instruction, and treatment for chronic health problems. Samples of acceptable documentation are:

- Hospitalization - Physician Letter
- Chronic Health Problems - Physician Letter
- Religious Holiday - Minister Letter
- Personal/Family Calamity - Parent and/or Counselor Letter
- Catastrophic Illness/Injury - Physician Letter

NO STUDENT WILL RECEIVE A WAIVER IF ABSENCES ARE DUE TO ANY OF THE FOLLOWING:

- Ordinary Colds, Flu or Similar Short-Term Illnesses
- Truancy
- Skipping Classes
- Routine Doctor Visits
- Personal/Family Vacations
- Transportation Problems (except when riding the school bus)
- Suspension from School

It is not possible to list every situation. If you have attendance questions, please contact the A+ Coordinator.

A+ Tutoring Requirement

A+ participants must perform a minimum of 50 hours of unpaid, school-based, academic tutoring. Students meet this requirement by enrolling in the Tutoring class during the junior and/or senior year. Tutoring must be academic in nature and completed in the Tutoring class or by prior arrangement with the A+ Coordinator. Only A+ Office approved tutoring will be included in the student's A+ eligibility file.

A+/Leadership. The intent of this course is to provide training and tutoring opportunities for A+ students. Students will gain skills in order to assist other students academically. During training, students will be introduced to a variety of academic tools for use throughout their tutoring experience, such as learning styles, listening skills, positive reinforcement, and organizational skills. Other topics discussed will include professionalism, appropriate attire, privacy issues, responsibilities, and dependability. Once training is completed, placements will be made by the A+ Coordinator. Tutors will earn approximately 50-70 hours of supervised and documented tutoring in addition to required coursework. To enroll in this program, students **MUST** be a senior, receive A+ Coordinator approval **AND** meet the A+ Schools Program state regulation requirements (2.5 non-weighted GPA, 95% attendance, and good citizenship). Tutoring must be performed in the public school buildings that are part of the district in an approved program. Tutoring must be performed under the supervision of a certified teacher.

Tutoring time must be documented on the official A+ Tutoring Log. These logs are available in the A+ Office and/or your supervising teacher's classroom. No other record will be accepted. The participant is responsible for maintaining his/her tutoring log accurately, obtaining the necessary signatures, and submitting the log to the A+ Office in a timely manner. No credit will be awarded for logs that are misplaced or stolen - no exceptions.

Citizenship & Avoidance of Substance Abuse Requirement

A+ Students are required to be good citizens and must avoid the unlawful use of alcohol and drugs as judged by the proper school authorities. Students and parents/guardians need to be aware that good citizenship is something that occurs 24/7/365. Good citizenship is not limited to the school day.

The student must have no incident of drug or alcohol possession or use and/or abuse. Any violation (e.g, possession of drugs--including prescription drugs not prescribed to the appropriate person--or alcohol, minor in possession (MIP), possession of paraphernalia, use, manufacture, sale or transportation) will result in loss of eligibility from the program.

- The student must adhere to a code of behavior that will demonstrate respect for authority, faculty, school property, and their fellow students. The school's printed discipline policy will serve as the definition of appropriate behavior. Specific information can be found in the school handbook and district policy manual.
- Students who receive any suspension other than In-School-Suspension as a result of a violation of the school's handbook will not qualify.
- Students who receive punishment for a violation of the Safe Schools Act will be removed from the A+ Program (including but not limited to: assault, weapons, and drug distribution).
- Students who are convicted of a felony will not qualify.

A student who violates the citizenship policy may be placed on A+ Citizenship Probation until graduation. A Letter of Probation will be sent to the student's home as notification that the student has been placed on A+ Citizenship Probation. Any violation of the A+ Citizenship Guidelines while the student is on probation will automatically terminate the student from the A+ Program.

FAFSA Requirement

Making a good faith effort to first secure all available federal sources of financial aid that don't require repayment (Free Application for Federal Student Aid) is an import requirement of A+ eligibility.

If a student fails to file the FAFSA prior to graduation from high school, access to A+ funding may be in jeopardy. If all other A+ requirements have been met, the student is considered an A+ Certified graduate and can receive the A+ Stamp on their graduate transcript. If the FAFSA is not completed, however, state funded tuition reimbursement will not be allowed.

The A+ participant and his/her parents must complete and file the FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov the information found on the FAFSA is required by post-secondary institutions to complete the college enrollment process.

Selective Service Requirement

All individuals required to register under the United States Military Selective Service Act must show proof of registration to be eligible for state-supported financial assistance.

A+ Program Attendance Appeals Process

It is recommended appeals be submitted following the semester during which the absence(s) occurred. However, appeals for any absences prior to the senior year (absences in the freshman, sophomore, and junior year) must be filed no later than October 1 of the senior year. Appeals for absences during the senior year must be filed no later than April 1. Appeals filed after these dates will not be considered.

Parents will be notified in a mailed letter of reason for the loss of eligibility, as well as the procedure and forms needed to appeal. Both parents and students will be encouraged to contact the A+ Coordinator if they have questions or concerns.

If a student is removed from the A+ Program and believes he/she has been declared ineligible unfairly, the student has the right to appeal. The student or parent/guardian must notify the A+ Coordinator in writing of his/her intent to appeal within 30 days of notification, and submit an A+ Attendance Appeal Form. If the A+ Attendance Appeal Form is not filed within 30 days, the appeal will not be considered. When all of the information is received, an A+ Attendance Review appeal hearing will be granted. The A+ Attendance Review Committee shall hear the appeal within 10 days of receiving a written request and A+ Attendance Appeal Form, and return its decision to the student in writing. Parent/guardians may request to be present during the A+ Attendance Review appeal hearing by marking the appropriate choice on the A+ Attendance Appeal Form.

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

- Principal
- Counselor
- School Health Assistant/Nurse
- Two Teachers
- A+ Coordinator - will facilitate the hearing, but be a non-voting member of the process

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

If the student/parents/guardians choose not to accept the decision of the A+ Attendance Review Committee, they may appeal to the School Board of Education. They must notify the School Board Secretary. The decision of the School Board of Education is final. All appeals must be completed within 5 school days of the date of the student's high school graduation, and decisions will be based on documentation received prior to the student's graduation date.

A+ Program Citizenship Appeals Process

If a student is removed from the A+ Program and believes he/she has been declared ineligible unfairly, the student has the right to appeal. The student or parent/guardian must notify the A+ Coordinator in writing of his/her intent to appeal within 30 days of notification, and submit an A+ Citizenship Appeal Form. If the A+ Citizenship Appeal Form is not filed within 30 days, the appeal will not be considered. When all of the information is received, an A+ Citizenship Review appeal hearing will be granted. The A+ Citizenship Review Committee shall hear the appeal within 10 days of receiving a written request and A+ Citizenship Appeal Form, and return its decision to the student in writing. Parent/guardians may request to be present during the A+ Citizenship Review appeal hearing by marking the appropriate choice on the A+ Citizenship Appeal Form.

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

- Principal
- Counselor
- Three Teachers
- A+ Coordinator - will facilitate the hearing, but be a non-voting member of the process

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

If the student/parents/guardians choose not to accept the decision of the A+ Citizenship Review Committee, they may appeal to the School Board of Education. They must notify the School Board Secretary. Forms are available in the high school office or from the A+ Coordinator. The decision of the School Board of Education is final. All appeals must be completed within 5 school days of the date of the student's high school graduation, and decisions will be based on documentation received prior to the student's graduation date.

Montrose R-XIV High School A+ Attendance Appeal Form

Student Name: _____ **Date of Appeal:** _____

Parent/Guardian Name(s): _____

Address: _____

Telephone Number: _____

We (parent/guardians only) ____ wish ____ do not wish to be present during the hearing.

This request is to appeal a school absence for the following:

Semester (please circle): One Two **School Year:** _____

In the space below, please indicate the date(s) of the absence(s) as well as the reason for the absence(s). Please attach documentation in the form of a doctor's note on office letterhead or prescription pad, proof of hospitalization, etc. for review by the A+ Attendance Review Committee.

DATE OF ABSENCE(S)	REASON FOR ABSENCE(S)
---------------------------	------------------------------

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Attach additional sheets, if necessary)

An appeal must be filed within thirty (30) days of the notification of disqualification.

A+ Coordinator Use Only

Date Appeal Received: _____

Appeal Accepted: _____

Date Appeal Committee Met: _____

Days/Hours Waived: _____

Date Decision Letter Sent: _____

Appeal Denied: _____

Montrose R-XIV High School A+ Citizenship Appeal Form

Student Name: _____ Date of Appeal: _____

Parent/Guardian Name(s): _____

Address: _____

Telephone Number: _____

We (parent/guardians only) ____ wish ____ do not wish to be present during the hearing.

This request is to appeal the notification of citizenship disqualification received during:

Semester (please circle): One Two School Year: _____

In the space below, please indicate the basis for your appeal concerning your denial of citizenship certification for the A+ Scholarship Program, for consideration by the A+ Citizenship Review Committee.

.

(Attach additional sheets, if necessary)

An appeal must be filed within thirty (30) days of the notification of disqualification.

A+ Coordinator Use Only

Date Appeal Received: _____

Appeal Accepted: _____

Date Appeal Committee Met: _____

Days/Hours Waived: _____

Date Decision Letter Sent: _____

Appeal Denied: _____

Montrose R-XIV High School A+ TUTORING AND MENTORING GUIDELINES

The Montrose A+ Schools tutoring program exists to provide:

- A meaningful service activity.
- Academic assistance to other students.
- Role modeling opportunities for younger students.
- Opportunities for A+ participant to meet the tutoring/mentoring requirement for A+ tuition reimbursement.
- Guidelines for tutoring/mentoring have been developed in accordance with requirements established by the Missouri Department of Elementary and Secondary Education.
- Tutoring activities must be part of an approved program under the direct supervision of a certified staff member, involve Montrose public school students, and be conducted in the Montrose R-XIV District buildings (unless approved by the parent and administrator).
- Participants will be assigned a supervising teacher. Supervising teachers direct the tutoring experience. The A+ Coordinator or the administrator must approve all supervising teachers prior to beginning of the tutoring program. Participants must have a signed parental permission form on file prior to beginning a tutoring assignment.
- Tutoring activities are expected to be conducted in a quiet, disciplined, and orderly manner, and only for as long as the experience is productive and necessary. Participants who do not meet behavioral expectations during any portion of the tutoring experience, as defined by the supervising teacher, risk forfeiture of tutoring opportunities and would not qualify for A+ tuition reimbursement.
- The signature of the supervising teacher must verify all tutoring time. Tutoring time must be recorded and verified on the A+ tutoring time sheets. An official log will be available in the A+ Coordinator's office. Tutoring logs must be turned into the A+ office as required by local policy. Students will not receive credit for unverified tutoring activities.
- An A+ student will be academically ineligible and not allowed to tutor during the school day if he or she has earned one or more grades of "F". Academically ineligible students should work with their teachers before or after school and will regain eligibility when their grade returns to a 2.5.
- Beginning with the high school senior class of 2015, students must have achieved a score of proficient or advanced on the Algebra I end of course (EOC) exam.
- Beginning in 2017, if you meet all of the eligibility requirements except the EOC exam requirement, you may establish eligibility by achieving a qualifying score on the mathematics component of the ACT test. 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. The MDHE will announce the qualifying ACT scores annually. The following table displays the qualifying scores for the 2020 high school seniors.

ACT Math Score		High School GPA
17 or greater	AND	2.5 or greater
16	AND	2.8 or greater
15	AND	3.0 or greater

CONFIDENTIALITY

Students may tell you things about their homes and lives that you neither need nor wish to know. This shows they trust and respect you. Tutors should not violate that trust by discussing these matters with others. However, should a situation occur in which a student tells you something an adult needs to know in order to protect the welfare of a child, you should report that IMMEDIATELY to the supervising teacher. That teacher will take whatever steps are necessary to handle the situation. Tutors should never discuss grades or performance of a student with anyone except the supervising teacher.

I have read and understand all of the A+ tutoring/mentoring guidelines as printed above and a copy of the requirements has been provided to me.

STUDENT'S SIGNATURE: _____ DATE: _____

PARENT'S SIGNATURE: _____ DATE: _____

TEACHER'S SIGNATURE: _____ DATE: _____

A+ COORDINATOR'S SIGNATURE: _____ DATE: _____

Graduation Year _____

Montrose High School A+ Tutoring Log

State Requirement: Minimum Total of 50 Unpaid Tutoring Hours

Tutoring logs are to be turned into the A+ Office on the last Friday of each month.

Tutor Name: _____

Supervising Teacher: _____

[illegible]**A+ OFFICE USE ONLY**

Total Minutes: _____ Total Time Recorded: _____ Hours: _____ Minutes: _____

Date filed and entered into the system: _____

MONTROSE HIGH SCHOOL

A+ SCHOOLS PROGRAM APPLICATION

NAME: _____ YEAR OF GRADUATION: _____
 ADDRESS: _____ PHONE: _____
 CITY: _____ ZIP CODE: _____
 BIRTH DATE: _____ AGE: _____ MALE: _____ FEMALE: _____

Students who plan to participate in the A+ Schools Program financial incentives understand that they will need to meet all of the following requirements:

- Enter into a written agreement with the Montrose High School.
- Attend an A+ designated high school for three (3) years prior to graduation.
- Maintain a cumulative GPA of 2.5 or higher on a 4.0 scale (grades 9-12).
- Graduate with an average daily attendance of 95% or higher (grades 9-12).
- Perform fifty (50) hours of district supervised/unpaid tutoring or mentoring. (Approved by A+ Coordinator).
- Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
- Make a good faith effort to secure federal financial assistance (that does not require repayment) by completing a FAFSA (Free Application for Federal Student Aid).
- Register with Selective Service (males only).
- Beginning with the high school senior class of 2015, students must have achieved a score of proficient or advanced on the Algebra I end of course (EOC) exam.
- Beginning in 2017, if you meet all of the eligibility requirements except the EOC exam requirement, you may establish eligibility by achieving a qualifying score on the mathematics component of the ACT test. 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. The MDHE will announce the qualifying ACT scores annually. The following table displays the qualifying scores for the 2020 high school seniors.

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17 or greater	AND	2.5 or greater
16	AND	2.8 or greater
15	AND	3.0 or greater

Financial assistance through the A+ program is available for four years after graduation from high school.

To maintain eligibility after graduation, students must meet the following requirements:

- Attend a Missouri public community college or vocational/technical school on a full time basis (12 hours per semester).
- Maintain a GPA of 2.5 or higher on a 4.0 scale.
- Complete the FAFSA each year.

Additional information is available at: <https://dhe.mo.gov/ppc/grants/aplusscholarship.php>

I wish _____ do not wish _____ to participate in the A+ program.

 Student Signature

 Date

 Parent/Guardian Signature

 Date

 A+ Coordinator Signature

 Date

**By signing this agreement, the student and parent/guardian certify that they have read and understand the requirements that must be met for participation in the A+ Program at the Montrose R-XIV High School.*