

# **Sheldon High School A+ Scholarship Program Handbook**



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## **Purpose of this Handbook**

The A+ Handbook has been written to provide information concerning the various aspects of the A+ Scholarship Program, formerly known as the A+ Schools Program. Legislation requires Sheldon High School to establish specific guidelines and policies in order to meet stipulations of the program. It is the responsibility of the A+ Coordinator to administer the A+ Scholarship Program in a fair and consistent manner.

The first step toward earning the A+ Scholarship is the signing of the A+ Scholarship Program Agreement, which requires the signatures of the student, parent, principal, and A+ Coordinator. It then becomes the responsibility of the student to continue to meet the requirements of the program as outlined in this handbook in order to be certified to receive the A+ Scholarship upon graduation.

It is realized that some students will not be able to meet the requirements set forth by the Missouri Department of Higher Education, the governing body behind the A+ Scholarship Program. It will be the responsibility of the A+ Coordinator to keep students and parents updated regularly as to student eligibility for the A+ Scholarship. This handbook is designed to present the guidelines and policies to be followed in a clear and consistent manner.

Please read the information carefully, it is provided for parents, students, and patrons of the district so that a clear understanding of the requirements for earning the A+ Scholarship is achieved.

Please direct any questions concerning this program to the A+ Coordinator at Sheldon High School.

Jennifer Smith  
Counselor/ A+ Program Coordinator

Board approved on September 14, 2016

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Board President

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Superintendent

## **The A+ Scholarship Program**

The A+ Scholarship Program was created in 1993, as the A+ Schools Program, by state law as an incentive for improving Missouri's high schools. The primary goal of the A+ Scholarship Program is to ensure that all students who graduate from Missouri high schools are well prepared to pursue advanced education and/or employment.

The A+ Scholarship Program is designed to accomplish that imperative. "The A+ Scholarship Program will mobilize an intensive partnership among high schools, community colleges, students, teachers, parents, labor, businesses, and communities to give these students the motivation, skills, and knowledge to graduate from high school. It will create an innovative and well-designed path from high school to high skill, high wage jobs."

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

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

1. All students will graduate from high school.
2. All students will complete a selection of high school studies that is challenging and for which there are identified and measurable learner expectations.
3. All students will proceed from high school graduation to a traditional college or postsecondary vocational or technical school, or high wage job with workplace skill development opportunities.

It is essential that every student graduate from high school with the skills and tools required to pursue whatever educational and career goals the student and his or her parents select. The A+ Scholarship Program will provide information to assist with making those decisions, and will provide for the development of educational programs that more fully meet the needs of all Sheldon High School students. The A+ Scholarship Program is a joint project between the Missouri Department of Higher Education, Missouri Department of Elementary and Secondary Education and the local school district.

## **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, the A+ Scholarship Program is subject to the political process of sustaining and maintaining a budget.

- The student must meet all the criteria outlined in the A+ Scholarship Program and the program agreement in which the student and parent/guardian will sign.

## **Benefits for Students**

All students will benefit from the establishment of measurable learner expectations and graduation performance standards. Students will receive more extensive career exploration and individual guidance. Each student will be required to complete a rigorous academic program that is more closely geared to his or her individual needs and interests.

## **Financial Incentives for Postsecondary Education**

The A+ Scholarship Program provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school.

A+ students are under no obligation to use the A+ financial benefits. The benefits are earned by each individual student and are not transferable to any other student.

Receipt of private scholarships will not affect an A+ participant's eligibility for benefits. Financial need is not a factor in determining an A+ participant's eligibility for A+ benefits. However, an A+ participant is required to complete a *FAFSA* (Free Application for Federal Student Aid) to make sure he/she is not eligible for any non-payback financial aid (i.e. Pell Grant, Missouri State Grant, Supplemental Education Opportunity Grant).

A student who graduates at the end of the first semester of their senior year is eligible to receive A+ funds for the semester immediately following as long as the student has met all program eligibility requirements.

## **Student Eligibility**

To be eligible to receive an A+ Scholarship, a student must be certified an A+ graduate by Sheldon High School. The A+ Coordinator, as the official representative of the A+ Scholarship Program to both the Department of Elementary and Secondary Education (DESE) and Missouri Department of Higher Education (MDHE), has the responsibility to certify whether a graduate of Sheldon High School has met the criteria of the program.

In order to be certified as an A+ graduate, an individual must:

- Be a U.S. citizen, eligible non-citizen or permanent resident.

- Sign an A+ Student Agreement
- Attend Sheldon for the three years prior to graduation (or transfer from another A+ certified high school). If one of the student's 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, the student is exempt from this requirement. However, the student must attend an A+ designated high school and meet all of the other high school eligibility requirements in the school year immediately preceding graduation.
- Graduate with an overall grade point average of 2.5 or higher on a 4.0 scale and otherwise maintain satisfactory academic progress as defined by the Sheldon School District.
- Graduate with at least a 95% attendance record overall for grades 9-12. *For A+ purposes, ALL absences count toward the student's 95%; there are no excused absences for A+ attendance.*
- Perform 50 hours of unpaid tutoring or mentoring in which up to 25% may include job shadowing.
- Maintain a record of good citizenship and avoidance possession of and/or unlawful use/consumption of any product, substance, or object illegal for a Minor (person under the age of 18 years).
- Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment by completing the FAFSA the student's senior year.
- 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. **2018 & 2019 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 score 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	2.5 or greater
16	2.8 or greater
15	3.0 or greater

A summary sheet of each student's progress will be updated each semester and kept in the A+ Coordinator's office.

## Enrollment Requirements

A+ participation is voluntary. Students may participate in the program by completing and returning an A+ Agreement to the A+ Coordinator. Agreements are available from the A+ Coordinator. Students should try to begin their participation in the A+ Program at the beginning of their freshman year. Enrolling in the program early allows students and parents to focus on the goals of the program.

There is no specific deadline for enrolling in the A+ Program. A student can enroll at any time as long as the student realizes that he/she must complete all program requirements, including the 50 hours of tutoring and mentoring.

## Grade Point Requirement

In order to receive the A+ Scholarship, a student must graduate with a cumulative grade point average of 2.5 or greater on a 4.0 scale. The following statements are intended to help clarify the A+ Scholarship policy concerning grade point average:

- The cumulative grade point average is based on all high school coursework.
- The student's official transcript will serve as evidence of grade point average for admission into a public community college or public vocational/technical school.
- Grade point average cannot be "rounded-up" to meet the 2.5 requirement.

## Attendance Requirement

Participation in the A+ Schools Program is both an honor and a privilege. To qualify for the A+ financial incentive, a student must have at least 95% attendance for the accumulated time from the beginning of the student's freshman year until graduation. The following attendance guidelines will be followed:

The attendance information used by the A+ Coordinator will come from official attendance records kept by the district. The A+ Coordinator will update each student's attendance status on a semester basis. An A+ Status Review will be mailed home each semester IF the student's cumulative attendance has fallen below 95% . Updated information will be used to satisfy the attendance requirement of the A+ Schools Program.

**There are no excused absences for A+ purposes. All absences count toward the student's overall A+ attendance percentage.**

## Appeal for Waiver of Absences

After receiving the accumulated attendance information each academic year, the student/parent will have 14 days to file an appeal with the A+ Coordinator. If an appeal is not filed within 14 days of notification, a waiver for those missed days will not be considered. In order to file an



appeal of absences, student/parents should use the Appeal of Absence form. A copy of the form is located in the Appendix of this handbook.

Students with specific health histories must insure the medical documentation of the chronic or long term health-related problems are on file with the school nurse in the event that such health-related problems would be considered in a possible review situation.

Those 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 Required</u>
Hospitalization	Physician's letter
Chronic health problems	Physician's letter
Court appearance	Court letter
Funeral	Parent letter and copy of Death certificate, obituary, or memorial pamphlet
Religious holiday	Minister's letter
Personal/family calamity	Parent and school counselor's letter
Catastrophic illness/injury	Physician's letter

\*Anytime an A+ student is absent for one of the reasons above, the student may bring the required documentation for his/her A+ file so if an attendance appeal needs to be made their senior year the documentation has already been gathered.

A student will not receive a waiver consideration if **ANY** absence is due to one of the following:

Truancy/skipping school and/or class  
 Personal/family vacation  
 Transportation problems (unless it involves school provided services)  
 Suspension from class or school for any reason  
 Sporadic absences for unsubstantiated health reasons

When all information is received, a review committee will meet at the end of the semester to decide if a waiver of absences for A+ status determination will be granted. The review committee will be the Attendance Appeals Committee. After the review committee reaches a decision, the A+ Coordinator will notify parents of their decision.

**\*\*The A+ attendance requirements are not to be confused with the general attendance requirements as printed in the Sheldon High School Student Handbook.**

## **Tutoring Requirement**

The A+ Scholarship Program provides tutoring opportunities during the school day, after school and during summer school. An A+ Tutoring class is offered as an elective course available to juniors and seniors. This course is designed to assist students in completing a minimum of 50 hours of school-based tutoring required for the A+ Scholarship Program.

The student will:

1. Evaluate teaching as a profession.
2. Act as a positive role model for younger students.
3. Appreciate and apply the concept of confidentiality.
4. Understand the value of unique and different individuals.
5. Learn and appreciate the responsibilities of working with others.
6. Attain a minimum of 50 tutoring hours required by the A+ Scholarship Program.

### **A+ Tutoring class qualifications:**

In order to enroll in the A+ Tutoring class, student tutors must:

1. Be a junior or a senior.
2. Have a 2.0 grade point average.
3. Have a good citizenship record.
4. Have a 90% overall attendance record.
5. Be a participant in the A+ Scholarship program.
6. Receive permission from a teacher to tutor in his/her class.
7. Make application and be approved by the A+ Coordinator prior to scheduling.

Grading Criteria:

1. Performance Points: 20 points each day you report to your tutoring assignment.
2. Teacher Evaluation: 100 points – The supervising teacher will complete an evaluation at the end of each quarter.

## Tutoring Guidelines:

1. Tutors must complete the orientation process prior to logging tutoring hours. Orientation will include active participation in discovering the characteristics of an effective A+ tutor. Tips will be shared on how to communicate with children and also how to build a positive working relationship with the supervising teacher. This A+ Scholarship Program Handbook will also be reviewed and discussed.
2. The A+ Coordinator will assist in placing students, but student tutors are responsible for contacting a teacher and receiving permission from that teacher to tutor in his/her class.
3. Supervising teachers must take attendance daily and indicate if a student tutor is absent.
4. Tutors must be on time, and not leave early.
5. Tutors are not permitted to be "excused" from class (i.e., to go to computer lab to work on an assignment, to work on a project, etc.), unless the A+ coordinator has approved the activity. If the supervising teacher does not have anything for the tutor to do on a specific day then the tutor may ASK if they could work on whatever they need to, however, the tutor must have all the supplies necessary to do that with them and should not be permitted to leave the room to go get them. Tutors are encouraged to bring work with them to the tutoring class just in case they have time to work on something else.
6. When a tutor is going to be absent, i.e., field trips, illness, etc., the tutor must notify the supervising teacher. In cases of scheduled events the tutor must let the supervising teacher know at least 1 school day prior to their absence. In cases of illness, the student or parent may call the main office and ask that a note be sent to the supervising teacher.
7. Students should keep THEIR OWN tutoring time log (but must have teacher sign off periodically on hours) and are responsible for turning in a copy to the A+ Coordinator.
8. Tutors will perform tasks assigned by the supervising teacher completely and respectfully.
9. Tutors must reflect a positive and supportive attitude toward younger students.
10. Tutors must keep information about the students being tutored confidential.
11. Tutors must comply with the rules of the high school as well as the rules of the classroom in which they tutor.
12. Students are responsible for verifying that all paperwork regarding tutoring is on file with the A+ Coordinator.
13. An A+ student will be deemed academically ineligible and not allowed to tutor during the school day if he or she has earned one (or more) grades of "F" prior to the semester in which he or she applies for A + Tutoring. Academically ineligible students may tutor before or after school and regain eligibility at the end of the next designated grading period.
14. Students who fail to follow the A+ Tutoring Program guidelines may be removed from the program and will not receive credit for the semester class.

15. All tutoring hours must be completed prior to May 1st of the student's senior year, unless special arrangements have been made with the A+ Coordinator.

**A good tutor has the ability to:**

1. Be patient and understanding.
2. Honor the student's right to privacy.
3. Understand the student's basic interests.
4. Strive to make learning an enjoyable experience.
5. Treat the person being tutored as you would have them treat you.
6. Establish a positive caring and sharing relationship with the student.
7. Work with the supervising teacher in order to ensure success for both students.
8. Demonstrate professionalism by being punctual, dependable, and dressing appropriately.

**A successful tutor has the ability to:**

1. Encourage – Become familiar with and use the words of encouragement provided during the orientation classes.
2. Be patient – Everyone wants to do well; try another explanation if your first attempt fails to get your point across.
3. Withhold personal opinions – Keep your foot out of your mouth.
4. Accept people as they are, where they are and like them for it – Look for the potential in each student.
5. Use good listening skills – Listening is not the same as hearing and taking time to understand.
6. Demonstrate self-discipline – Dress appropriately: you are a role model.
7. Demonstrate a sense of humor – Be mature enough to laugh at your mistakes.
8. Admit to error and ask for assistance – Do not be embarrassed to ask for assistance.
9. Plan and be prepared – Look at the students' work to determine their needs.
10. Respect confidentiality – Treat the student as you would expect to be treated.
11. Be in attendance – Come to school; your grade depends upon your presence.
12. Share information – Keep your supervising teacher up-to-date with regard to your school activities.
13. Keep good records – Don't assume someone else is doing it for you!
14. Cooperate in the classroom – Follow the wishes of your supervising teacher.

"No one is useless in this world who lightens the burdens of it for another."

Charles Dickens

## **Supervising Teachers:**

Thank you for agreeing to assist with the A+ Schools Tutoring Program. We realize that this is an added time commitment for you. This is a good program that will be mutually beneficial to both the high school student who is serving as the tutor as well as the student who is being tutored. The student assigned to your classroom should come at the designated time every day, or you should count them absent, unless you have prior notice that they are excused for a school related event.

To fulfill requirements for the A+ program, students must complete a minimum of 50 hours of supervised, one-on-one tutoring of younger students. As a supervising teacher, you should assist the student tutor in attaining the necessary 50 hours.

The following is a list of suggested activities for earning tutoring hours. This list is not all inclusive.

## **Tutoring Activities:**

- Working with flash cards
- Assisting with a class project
- Helping students study or review
- Reading to students or being read to
- Assisting students with assignments
- Helping students select reading materials
- Helping students to review spelling words or math drills
- Mentoring playground activities (if actively participating with the student being tutored)
- Mentoring lunchroom activities (if actively participating with the student being tutored)

## **Activities for which students may NOT log tutoring hours:**

- Making copies
- Grading papers
- Running errands
- Creating bulletin boards
- Observing class activities
- Any other clerical activities

A record of student tutoring hours must be maintained by the student and requires your signature. Please do not log every minute of class time that the A+ student is attending, as it is not likely that they will actively be doing approved tutoring and mentoring activities every minute of every class period.

**Performance points will be awarded using the following criteria:**

- 20 performance points per day will be awarded for each day the student arrives promptly at the tutoring site.
- 15 performance points will be awarded for any day a student is tardy.
- 5 performance points will be awarded for any day a student is absent AND the supervising teacher has been notified PRIOR to the absence.
- 0 performance points if a student is absent and the supervising teacher has not been notified prior to the tutoring time.

NOTE: Tutoring is a scheduled class. Students get credit for tutoring. If they are not there to tutor, they are absent, just like any other scheduled class. Student tutors must attend all scheduled tutoring classes regardless of the number of tutoring hours they may have earned to date. Please do not let the student be “excused” from your classroom to go to any other room, unless pre-approved by A+ Coordinator.

**Citizenship Requirement**

This section explains the A+ Scholarship requirement of maintaining a good citizenship record and avoiding the unlawful use or possession of anything that is illegal for Minors, under the age of 18. Below is a list of guidelines to be used to determine citizenship requirements:

Acceptance into the Sheldon A+ Scholarship Program is contingent upon previous attendance and citizenship. Violations occurring prior to submitting an application for acceptance into the Sheldon A+ Scholarship Program can affect the student’s eligibility for acceptance.

The student must have no incidents of drug and/or alcohol abuse. Any student wishing to be eligible to receive an A+ Scholarship will not sell, possess, or use any substances, product, controlled or not, as defined by law, unless prescribed for the student by a licensed physician. **Any** violation of this policy (school related or not) will result in automatic removal from the A+ Program.

Students must adhere to a code of behavior (as specified in the Sheldon High School Student Handbook) which will demonstrate respect for authority, faculty, school, property, fellow students, and self.

**Any violation for the Safe Schools Act will result in the Principal recommending immediate removal from the A+ Program.**

Some discipline incidents are serious in nature and may result in removal of the students from the A+ Program. If the student is not removed from the program, he/she may be placed on immediate probation for a period up to 180 school days from the date of the offense.

Students having accumulated a total of three days of In-School-Suspension (ISS) during the school year will be placed on probation for a period up to 45 school days from the date of the most recent offense. In both In-School and Out-of-School Suspension (OSS) instances, immediate notification by letter will be mailed to the parent/guardians informing them of the student's probationary status. If placed on probation, the student and parent/guardian will be required to attend a conference within ten school days of notification in order for the student to remain in the A+ Program.

Activities within the school setting are an important part of determining good citizenship. Poor citizenship resulting in out-of-school suspension (OSS) will result in the following actions:

### **Out-of-School Suspensions**

- 1st offense – students will be counseled with regard to their A+ eligibility status and placed on a warning status.
- 2nd offense – students will lose eligibility to participate in the A+ program for that semester.
- 3rd offense - students will be immediately removed from the A+ program.

**Probationary Period:** If a student receives any additional ISS or OSS while on probation, the decision to remove the student from the A+ Scholarship Program will be made by the A+ Coordinator. If removed, the students would have the right to appeal the decision before a committee comprised of the Principal, A+ Coordinator, and a minimum of three faculty members.

## **Good Faith Effort to Secure Funding**

The A+ Scholarship Program requires students/parents to first make a good-faith effort to secure all available federal postsecondary financial assistance funds that do not require repayment.

- Parents must complete the Free Application for Federal Student Aid (FAFSA). Information received from FAFSA must be sent to the community college or public vocational/technical school which the student is planning to attend.
- The FAFSA form is available online at <http://www.fafsa.ed.gov/>. The student must file a FAFSA each year he/she is enrolled in a postsecondary institution.

- If a student is attending an institution that does not participate in Title IV programs, the student must complete the **FAFSA4caster**, which is a tool for estimating the level of need for federal financial aid.
- The FAFSA or FAFSA4caster must be completed in order for a graduate to be certified for the A+ Scholarship.
- Parents are encouraged to apply early, but not prior to January 1 of their student's senior year. Previous calendar year taxes must be completed prior to filing a FAFSA.

## Accessing Tuition Benefits

- Enroll and attend full-time at a participating public community college or vocational/technical school, or private two-year vocational/technical school.
- Be seeking a degree or certificate at the school in which you are enrolled.
- Not be pursuing a degree or certificate in theology or divinity.
- Maintain satisfactory academic progress as defined by your school.
- If federal funding is granted (ex. Pell, SEOF and Academic Competitive Grants), the A+ Scholarship will only cover the balance of tuition and general fees NOT covered by the federal financial aid received

### EXAMPLE:

Tuition and general fees= \$ 4,000 per academic year

Subtract all Federal Financial Aid Awarded (**example** PELL Grant)= \$3,500

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Balance paid to community college/technical school by A+ Scholarship  
\$500

## REIMBURSEMENT TO ELIGIBLE INSTITUTIONS

The A+ Scholarship will reimburse the unpaid balance of tuition and general fees after all, non-loan federal financial assistance, such as the federal Pell Grant, has been applied to your student's account. This may result in a zero award if the Pell Grant is sufficient to cover all tuition and general fees. **The amount reimbursed may be reduced if there are insufficient state appropriations.** General fees are fees charged to all students and do not include fees specific to an individual program or group of students.

Reimbursement will be made for completed coursework, including remedial coursework, for which a standard grade is assigned and that is required by the institution for the completion of the degree or certificate.



**The amount of reimbursement paid for coursework for which a standard grade was not assigned (dropped courses), including coursework in a withdrawn status, will be deducted from subsequent reimbursement requests.**

**Repeat coursework will not be reimbursed.**

Coursework that is part of a higher level of certificate or degree taken after earning a certificate will be reimbursed only if it is related to the original certificate.

Please contact the post-secondary school where the student has been admitted for any questions related to reimbursement or distribution of the A+ Scholarship.

In addition, more information can be obtained by visiting the Missouri Department of Higher Education (MDHE) website at <http://www.dhe.gov>.

## **HOW CAN STUDENTS APPLY?**

Students 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 order to confirm A+ eligibility. In most cases, the school will require an A+ seal/stamp on official high school transcript.

In addition, parents must complete the **FAFSA** each year. If a student is attending an institution that does not participate in Title IV programs, complete the **FAFSA4caster**, which is a tool for estimating level of need for federal financial assistance.

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 semester check with the institution the student is attending to see which academic year contains the summer term

## **HOW WILL A STUDENT RECEIVE THE AWARD?**

The chosen community college or vocational/technical school will submit a reimbursement to the MDHE by the end of each term (summer, fall, spring). The MDHE will then disburse the funds to the school and the school will apply the funds to the student's account. Questions related to disbursement of A+ Scholarship funds must be directed to the community college/technical school where the student plans to attend. The student's high school A+ Coordinator will not have access to this information.

## HOW LONG WILL A STUDENT RECEIVE THE AWARD?

A student's eligibility expires when the earliest of the following occurs:

- 48 months after completion of high school coursework (students providing service to any branch of the U.S. armed forces can defer their eligibility beyond the 48 months if they return to full-time status within 12 months of the end of their military service).
- Completion of 105% of the hours required for the programs in which the student is currently enrolled\*\*

*\*\*105% includes all hours, including developmental /remedial hours, taken at the student's current institution; all known hours, including developmental/remedial hours, taken at any other A+ institution; hours taken at any non-eligible A+ institution, including those out of state, that are accepted in transfer.*

*\*\*105% **excludes** hours earned for work completed before high school graduation, including, but not limited to: dual credit, dual enrollment, technical education articulation, Advanced Placement, International Baccalaureate, hours from a non-participating institution not accepted in transfer by a participating institution, receipt of an associate's degree.*

## HOW CAN A STUDENT RENEW THE AWARD?

The A+ Scholarship Award may be renewed annually. To renew, you 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, and maintain a 2.5 grade point average.

## CAN THE A+ SCHOLARSHIP BE TRANSFERRED?

If a student chooses to transfer to a different participating Missouri institution, either between academic years or semesters, MDHE must be contacted at 800-473-6757, option 4. Failure to notify MDHE of the transfer may reduce the total amount the student will receive under the scholarship.

## CAN THE SCHOLARSHIP BE DEFERRED?

If a student is unable to attend school due to active military duty service to any branch of the armed forces of the United States, a deferment could be granted. To request a deferment, please contact MDHE at 800-473-6757, option 4.

## MAINTAINING STUDENT ELIGIBILITY

**1. Initial Eligibility**– Eligibility to attend a participating postsecondary institution is established by the A+ designated high school. In order for the student to receive the financial incentives a student must be enrolled full-time, 12 credit hours or more per semester or the equivalent as determined by the postsecondary institution. A student may enroll in an eligible postsecondary institution in any fall semester, spring semester, summer semester or other term identified by the institution immediately following the official spring graduation of the student's respective senior year.

**2. Delaying Enrollment**– An eligible A+ student may choose, or find necessary, to delay his/her enrollment in an eligible postsecondary institution immediately following high school graduation. Regardless of the reason for this delay, other than active military service, the student has a maximum of 48 consecutive months from high school graduation during which A+ Scholarship funds may be accessed.

**3. Continuation of Eligibility**- The A+ student must maintain a 2.5 cumulative GPA while at any postsecondary institution. In order to be eligible to receive A+ Scholarship funds for a subsequent term, a student must have completed a minimum of full-time academic load for the semester. A student attending a summer or an intercession must enroll in and complete the eligible institution's equivalent full-time requirement.

**4. Losing Eligibility**– If a student does not complete the minimum full-time requirement and/or has a cumulative GPA which falls below 2.5 on a 4.0 scale; the student is not eligible to receive A+ Scholarship funds for the next semester. In addition, if a student drops or withdraws from a course, the cost of that course will be deducted from the next semester's scholarship funds, reducing the amount of scholarship awarded. In addition, A+ Scholarship funds will not pay for a course that must be repeated due to a semester grade of "F".

**5. Reinstatement of Eligibility**– In order to be reinstated after a student has been found ineligible. The A+ student must enroll in a subsequent term and:

- Complete at least the number of credit hours not completed in the previous semester of eligibility
- Achieve a GPA that will restore the required cumulative GPA to 2.5 or above,
- or Fulfill both criteria of the enrollment and GPA requirements not met.

During the semesters of ineligibility, the student is responsible for all costs incurred.

**6. High School Dual Credit**– Students who are earning college credit while in high school are not eligible for the A+ Scholarship until after high school graduation. Grades earned in college courses taken as dual credit are not used to compute postsecondary (college) GPA to determine A+ eligibility.

**7. GPA Calculations–** GPA for A+ eligibility will be computed using a standard 4.0 scale. GPA for A+ purposes will be computed using a non-modified grading scale.

# FORMS

## Sheldon High School A+ Scholarship Program Agreement

*Sheldon HS students who graduate with A+ status may be eligible to receive reimbursement for the cost of tuition while attending a Missouri public community college or vocational/technical school on a full-time basis. The A+ program may provide these educational incentives provided state funds are appropriated by the legislature.*

*I request participation in the A+ Schools college tuition program for attendance at a 2-year Missouri public community college or vocational-technical school on the condition that I meet all the following requirements:*

1. Attend a designated A+ school for three consecutive years prior to graduation.
2. Graduate from high school with a minimum, cumulative GPA of 2.5 (not rounded).
3. Graduate with a minimum cumulative attendance rate of 95% for 9th - 12th grades..
4. Maintain a record of good citizenship at school and in the community including avoiding illegal drugs, alcohol, tobacco, or any other product illegal for Minors to use/consume or possess.
5. Perform a minimum total of 50 hours of unpaid tutoring, which up to 25% may include job shadowing.
6. Complete and document the submission of FAFSA during the fall and spring of my senior year.
7. Achieve a score of proficient or advanced on the Algebra I end of course exam.
8. Meet all local A+ deadlines by submitting all required documentation.
9. Register for Selective Service, if applicable.

**To maintain A+ eligibility in college, I understand that:**

1. I must be registered as a full-time student as defined by the college.
2. I must be working toward the completion of an approved program of study.
3. I must maintain a cumulative, minimum, GPA of 2.5 (not rounded).

**Signatures indicate that the participant and his or her parent/ guardian understand the A+ Schools Program requirements as printed on this document.**

NAME \_\_\_\_\_

Last

First

Middle

ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ DOB \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ Anticipated Graduation Year \_\_\_\_\_

*The student and parent/guardian must sign this A+ Schools Program Agreement before the student will be considered for participation in the A+ Schools Program. By signing this agreement the student and parent/guardian certify that they have read, understand and agree to the A+ Guidelines listed above.*

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

A+ Coordinator Signature \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date: \_\_\_\_\_

## A+ Scholarship Program Tutoring Log

Sheldon High School

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

**State Requirement: Minimum Total of 50 hours of unpaid Tutoring or Mentoring**

Tutoring Must Be:

1. Part of an approved program
2. Completed in the Sheldon School District with Sheldon students
3. Performed under the supervision of a Sheldon teacher
4. Documented on an A+ tutoring log- each entry validated by the signature of the supervising teacher.

\*\*\* All A+ Tutoring Logs must be turned in to the A+ Coordinator (Mrs. Smith).

DATE	LOCATION	START TIME	END TIME	TOTAL MINUTES	Teacher Sign

Do NOT write below this line: A+ OFFICE USE ONLY:

Total time recorded \_\_\_\_\_ Hours \_\_\_\_\_ minutes

Date log turned in: \_\_\_\_\_ Cumulative total: \_\_\_\_\_ Hours \_\_\_\_\_ Minutes

## Sheldon High School A+ Scholarship Program Attendance Appeal

All information, including social security number, must be provided. Each request must include the specific date, the reason for the absence, and appropriate supporting documentation with signature.

Date of Appeal: \_\_\_\_\_

Student Name \_\_\_\_\_ Student SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Address \_\_\_\_\_

(Number) (Street) (ZIP)

Telephone Number \_\_\_\_\_

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

Semester: (check one) \_\_\_\_\_ First \_\_\_\_\_ Second School Year: \_\_\_\_\_

In the space below, please indicate the date(s) of the absences(s) as well as the reason for the absences(s). Please attach documentation (see *A+ Handbook*) for review by the A+ attendance Review Committee.

### DATE OF ABSENCE(S)

### REASON FOR ABSENCE(S)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Attach additional sheets if necessary)*

<b><u>A+ Office Use Only:</u></b>	
Date Appeal Received _____	Appeal Accepted _____
Date Appeal Committee Met _____	Days/Hours Waived _____
Date Decision Letter Sent _____	Appeal Denied _____

An appeal must be filed within 30 days of the first attendance record notification following the illness, injury, personal calamity, etc. (See *A+ Handbook* for details).



**Sheldon High School  
A+ Scholarship Program**  
**INTENT TO ACCESS A+ FINANCIAL INCENTIVES**

Due by: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

My signature indicates that I will meet the requirements of the Sheldon High School A+ Scholarship Program **and** that I intend to access the A+ financial incentives that I earned by:

- ✓ attending an A+ school for three consecutive years prior to graduation
- ✓ graduating with a minimum, cumulative 2.5 GPA
- ✓ graduating with a minimum attendance rate of 95%
- ✓ performing a minimum of 50 hours unpaid tutoring
- ✓ maintaining a record of good citizenship
- ✓ completing and submitting the FAFSA
- ✓ score proficient or advanced on the Algebra 1 end-of-course exam

\_\_\_\_\_  
**A+ Participant Signature**

\_\_\_\_\_  
**Date**

*Participant – Do not write below this line*  
For Office Use Only

The applicant's status for A+ eligibility has been reviewed and his/her request for access to the tuition benefit has been

APPROVED

DISAPPROVED

\_\_\_\_\_ 1. The appropriate state and local agencies will be notified of the applicant's eligibility.

\_\_\_\_\_ 2. The request was disapproved for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**A+ Coordinator's Signature**

\_\_\_\_\_  
**Date**



### A+ MENTORING/TUTORING STUDENT EVALUATION

A+ Student \_\_\_\_\_ Date: \_\_\_\_\_

Supervisors: Please evaluate the student by responding to the questions below on a scale of 1-6 (1 indicates you strongly DISAGREE with the statement and 6 indicates that you strongly AGREE).

	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
Maintains regular attendance	1	2	3	4	5	6
Is consistently punctual	1	2	3	4	5	6
Uses appropriate procedures for absenteeism	1	2	3	4	5	6
Uses appropriate language and grammar	1	2	3	4	5	6
Was courteous and polite	1	2	3	4	5	6
Follows instructions	1	2	3	4	5	6
Uses good communication skills	1	2	3	4	5	6
Takes appropriate initiative	1	2	3	4	5	6
Exhibits respect for others	1	2	3	4	5	6
Cooperates with supervising teacher	1	2	3	4	5	6
Maintains appropriate confidentiality	1	2	3	4	5	6
Displays a good attitude	1	2	3	4	5	6
Appears to enjoy working with students	1	2	3	4	5	6

Please list any specific items you feel should be mentioned to the tutor you are working with or to the group of tutors as a whole? \_\_\_\_\_

Additional comments or suggestions \_\_\_\_\_

Supervising Teacher Signature \_\_\_\_\_ Grade/Subject \_\_\_\_\_

**Grading Scale:** (Points Possible: 78)

70 - 78 = A

62 - 69 = B

54 - 61 = C

47 - 53 = D

46 and below = F