A+ Schools Program Handbook

Halfway High School
A+ Scholarship Program

Board Approved 5-16-2012

INTRODUCTION

In an effort to make college or vocational/technical education available to every Missouri high school graduate, the Missouri General Assembly established the ***A+*** Schools Program as part of the Outstanding Schools Act of 1993

Graduates of designated ***A+*** schools who successfully complete the requirements of the program are eligible to receive tuition to any public community college or vocational/technical institution in Missouri. Benefits are good for up to 48 months following graduation or until the student completes 105% of the hours required for the student's program of study.

The purpose of this handbook is to provide parents, students, and staff with a clear understanding of all aspects of the ***A+*** Scholarship Program as it applies throughout Missouri high schools and at Halfway High School.

Any question regarding the ***A+*** Scholarship Program should be directed to Katie Henderson at Halfway High School, 417-445-2211. Additional information regarding the ***A+*** Scholarship Program can be obtained from the Missouri Department of Higher Education web site.
www.dhe.mo.gov/ppc/grants/aplusscholarship.php

A+ SCHOLARSHIP PROGRAM GOALS

- All students graduate from high school.
- All students will complete a selection of high school studies that is challenging and for which there are identified learner expectations.
- All students will proceed from high school graduation to a four-year college, community college, a post-secondary vocational/technical school, or high wage job with workplace skill development opportunities

A+ CONTACT INFORMATION

Katie Henderson
Halfway High School
2150 Highway 32
Halfway, MO 65663
Phone: 417-445-2211
Fax: 417-445-3330
khenderson@halfwayschools.org

A+ Committee
Tammy Highley
Jessica Sergent
Colleen Banks
Rebekah Taylor
Karla Spear
Rhonda Agee

A+ **SCHOLARSHIP BENEFITS**

Students who successfully complete the requirements of the program are eligible to receive the ***A+*** Scholarship to cover the cost of tuition and general fees (as funds are available) at any Missouri public community college or vocational/technical school.*

Participants are under no obligation to use the ***A+*** Scholarship. The tuition benefit is earned by each individual and is not transferable to any other student.

"General fees" are defined as those fees that are paid by all students (activity and technology fees). Special program fees **not** covered by ***A+*** include, but are not limited to lab fees, online course fees, graduation, infrastructure and parking fees, drop fees, books, and supplies.

Financial need is not a factor in determining student eligibility for the ***A+*** Scholarship.

The length of eligibility period for the ***A+*** Scholarship will be

- 48 months immediately following high school graduation.
- Receipt of an Associate's degree
- Completion of 105% of the required hours for the student's program of study.
  **Students qualifying for a military deferment may have their eligibility extended beyond 48 months. The extension corresponds to the length of active military duty; application for deferment is available through Missouri Department of Higher Education (MDHE).*

The A+ Scholarship should not be confused with the Institutional scholarships that may be offered by four-year colleges and universities to students who graduate from high school with A+ eligibility. The A+ Scholarship program does not fund post-secondary education at four-year colleges or universities.

As stated, the financial incentives offered by four-year institutions are not part of the ***A+*** *Scholarship Program, although, they are based on the student earning the* ***A+*** *Certificate. The* ***A+*** *participant may contact the individual college or university for more information regarding scholarships for earning the* ***A+*** *Certificate.*

**The actual amount of the tuition reimbursement is dependent upon state funding. No guarantees are made or implied that the entire cost of tuition will be covered by the A+ Scholarship.*

ELIGIBILITY REQUIREMENTS

To be eligible for the A+ scholarship benefit, a student must be certified as an A+ student at Halfway High School. The principal, as the official local representative of the A+ Schools Program, has the responsibility to certify when a graduate of Halfway High School has met criteria for certification by time of graduation. To be certified as an A+ student, the individual must complete the following criteria before graduation:

- Sign an A+ Schools agreement prior to high school graduation.
- Enroll in and attend a designated A+ school for three consecutive years* immediately prior to high school graduation.
- Graduate from high school with a cumulative unweighted GPA of 2.5 (6.875 on a 11.0 scale) or higher.
- Maintain at least a 95% attendance record for the four-year period.
- Perform 50 hours of unpaid tutoring or mentoring for other students.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs and alcohol.
- Make a documented, good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment by filing the FAFSA.
- Males must register for Selective Service, as required by law.
- Beginning with the class of 2015: Achieve a score of Proficient or Advanced on the Algebra I End of Course (EOC) exam.**
    - **OR** - The graduating class of 2015 must achieve one of these scores if they do not score proficient or advanced on the Algebra I or a higher level math end-of-course exam.

Exam	Minimum Score
ACT Math Sub-score	17
COMPASS Pre-Algebra	43
COMPASS Algebra	1

*Exemption to the 3-Year Rule – Students must attend an A+ designated school the three consecutive years immediately prior to graduation unless they are dependents of *active* military families or *retired* military who relocate to MO within one year of retirement.

** EOC retakes will be allowed, if necessary, by the state for those seeking A+ Qualification. –OR- Students may *complete* the first semester at a post secondary institution with a *minimum of 12 hours* and the equivalent of *2.5 GPA* prior to accessing A+ funds. The student will have only one semester/opportunity to meet this alternate requirement if they have not scored high enough on the Alg I EOC. Costs incurred in the first semester will not be retroactively reimbursed.-OR- Students may obtain a minimum qualifying score on the ACT or COMPASS exam as seen in the chart above.

Maintaining A+ Eligibility at a Community College or Vocational Technical School:

To continue eligibility of the A+ scholarship, the post graduate student must

- Be enrolled on a full-time basis at a Missouri public community college or vocational/technical school. Twelve or more credit hours is considered full time.
- Maintain a grade point average of 2.5 or higher.
- If students lose their A+ eligibility, they can get it back within the 48-month period immediately following graduation by re-establishing their GPA and/or completion ratio. A+ will not pay for coursework while students are working to re-establish their eligibility.

ELIGIBILITY EXPIRATION

Eligibility will expire upon completion of 105% of credit hours earned toward an Associate's degree. For example, if a degree program requires 65 credit hours for completion, ***A+*** could pay for one 3 credit hour remedial course (if needed) and still remain within the 105% cap.

Students who complete a certificate program and bridge over to a related 2-year degree program will have the 105% limit reset, but transfer hours will be included in the new limit.

- **The 105% limit excludes** college credit hours earned before high school graduation (e.g. dual credit, dual enrollment, technical education articulation, advanced placement, international baccalaureate).
- **The 105% limit includes** 1) all hours including developmental/remedial hours) taken at the student's current post-secondary institution 2) all known hours (including developmental/remedial hours) taken at any other ***A+*** eligible institution 3) hours taken at any non-eligible A+ institution, including out-of-state institution, that the current institution accepts in transfer.

Limitations – *A+* Scholarships cannot be used:

- For students enrolled or intending to enroll in a course of study leading to a degree in theology or divinity.
- If students have a criminal record preventing the receipt of federal Title IV student financial aid.

A+ SCHOOLS AGREEMENT

The first step in participating in the A+ Scholarship Program is for the student and parent to read and sign the A+ Scholarship Agreement. The student must turn this contract along with Attendance and Citizenship Agreements in to the A+ Coordinator. The A+ Coordinator will establish an A+ Scholarship file for the student and keep documentation of A+ activity in this file. Files will be kept confidential.

ENROLLMENT REQUIREMENTS

To meet the enrollment requirement, the student must be enrolled in Halfway High School or another designated A+ School no later than two weeks after the beginning of the fall term of the student's sophomore year* through the end of the student's senior year. Students who transfer from a designated A+ School to the Halfway R-II District and meet all other eligibility requirements will meet enrollment requirements.
Per School Board policy JECB, out of district students (employee dependents and tuition paying students) are eligible to receive the A+ certificate.

*Exception to the 3-Year Rule – Students must attend an A+ designated school the three consecutive years immediately prior to graduation unless they are dependents of *active* military families or *retired* military who relocate to MO within one year of retirement.

GRADE POINT AVERAGE REQUIREMENT

- Grade point requirement for the A+ Scholarship Program is based on cumulative grade point average for all four years at the time of graduation.
- Averaging or rounding up to the next highest grade point is not allowed.
- The student's official transcript will serve as evidence of grade point average for the A+ Scholarship Program.

A+ ATTENDANCE REQUIREMENTS

Halfway High School A+ certified students are eligible to receive the A+ Scholarship covering the cost of tuition while attending a Missouri public community college or vocational/technical school on a full-time basis. The scholarship is good for a period of 48 months immediately following graduation or until the student completes an Associate's Degree or 105% of required hours for his/her program of study. A student must enroll for 12 or more credit hours to be considered full time. The A+ Scholarship will be for the unpaid balance of the cost of tuition, subject to legislative appropriation after federal post-secondary financial assistance funds (that do not require repayment) have been applied to college expenses.
As mandated by the A+ Scholarship Program, administered by the Missouri Department of Higher Education, a student must average at least 95% attendance during the four years of high school to qualify for A+ scholarship reimbursement. Each participant's cumulative attendance is recorded each semester and will be on file in the A+ Coordinator's Office. Attendance is averaged and cumulative over 4 years. Ninety-five (95%) attendance would mean missing no more than approximately 32 days over four years or an average of 8 days per year. This approximation is based on the assumption that a student will attend a full seven (7) period day all eight (8) semesters.

Students transferring between public or private Missouri high schools will have all four years computed in their final attendance average.

An **A+** Status Report will be provided for all students enrolled in the **A+** Scholarship Program. The **A+** *Status Report* will include an attendance update, current grade point average, the number of tutoring hours completed, as well as citizenship eligibility. This report is generated at the end of each school year.

A+ participates are not disqualified for dropping below the 95% in any one given year but must have a **cumulative attendance rate of 95% at the time of graduation.** Students or parents with questions or concerns about a student's attendance may call the **A+** Coordinator's office at Halfway High School.

When the **A+** *Status Report* indicates that a student has become ineligible because of attendance (or other factor) a *Letter of Ineligibility* will be sent to parents through certified mail. Parents/guardians may then follow the appropriate appeal procedure if desired.

Any student transferring to Halfway High School who is ineligible because of attendance from his/her pervious school is also considered ineligible at Halfway High School.

APPEALS PROCEDURE

Students are allowed one attendance appeal prior to graduation. The appeal should be requested no later than April 1st of the graduation year. Only absences involving extreme extenuating circumstances will be considered and must include a verification letter from the appropriate agency including specific dates and times from which the student should be considered excused.

- A parent/guardian or student must submit to the **A+** office a request for a waiver on the **A+** *Attendance Appeal form* available from the **A+** office. To be considered, this appeal form with documentation must be filed by April 1st of the graduation year. When the information is received, a review committee will meet to determine if a waiver of absences for **A+** Status determination will be granted. The review committee will be comprised of the following: a principal, a counselor, a teacher, and one teacher of the student's choice. The **A+** coordinator will act as facilitator and a nonvoting member of the review committee.
- If a waiver is granted, those days remain a part of a student's **A+** attendance record but those absences accepted for waiver will not be calculated as part of the 95% attendance for **A+** status.
- The **A+** Coordinator will notify the parents by letter of the decision.
- Upon receiving written notice of the committee's decision, the parent/student may file an appeal with the superintendent of schools within fourteen calendar days of the postmark date of the notification letter. Appeals after fourteen days will not be considered. Upon receiving the superintendent's decision, the parent may request an appeal within seven calendar days with the Halfway School's Board of Education.

ATTENDANCE EXPECTATIONS

- Participants in the **A+** Scholarship program are expected to attend school regularly. Students must graduate with a minimum cumulative (grades 9-12) attendance rate of 95%.
- The **A+** Scholarship Program makes no distinction between excused and unexcused absences. Attendance for the **A+** Certificate is determined by state guidelines, not the Halfway School Student Handbook.
- Attendance is based on regular school day, calculated for Average Daily Attendance (ADA). Summer school is considered a special session and cannot be used to calculate Average Daily Attendance.
- Rounding up of attendance percentage is not permitted.
- It is the responsibility of each **A+** participant to monitor his/her attendance closely. Semester updates are available upon request.

- A request for a waiver must be submitted on the *Request for Attendance Appeal* form in accordance with the established policy. Each participant should read and understand the attendance policy.

Students will be allowed one appeal for attendance prior to graduation. This appeal must be submitted no later than April 1st of the year of graduation.

ATTENDANCE WAIVER GUIDELINES

At the time an attendance appeal is filed, official documentation stating the reasons the student was absent from school must be provided to the A+ Coordinator.

Any student submitting a request for an A+ attendance waiver of days missed shall provide the A+ Coordinator with the following official documentation

Attendance waivers will **not** be granted for the following (A+ *Attendance requirements are determined by the state and should not be confused with the general attendance requirement as printed in the Halfway High School Student Handbook):*

- Personal/family vacation
- Transportation problems
- Routine dental or doctor appointment
- Work
- Other non-emergency situations
- Suspension from school for any reason
- Truancy
- Skipping classes
- Driver's tests

Students are allowed one attendance appeal prior to graduation.

CITIZENSHIP GUIDELINES

Participation in the A+ Scholarship Program is both an honor and privilege. Good citizenship is a measure of the quality of conduct in school and away from school until graduation and post-graduation functions such as project graduation. The A+ Scholarship eligibility factors are indicators of good citizenship; therefore, A+ participants are expected to exhibit standards of behavior that will bring credit to them, the A+ Scholarship program, Halfway High School, and the community.

To qualify for the A+ scholarship incentive, a student's behavior shall be in compliance with the Board of Education policies, the guidelines in the Halfway High School Handbook, the A+ Scholarship Program guidelines, the Safe Schools Act, and state and local regulation and laws for four years prior to graduation.

A+ GOOD CITIZENSHIP POLICY

This requirement states that the A+ student must maintain a record of good citizenship throughout high school. Good citizenship is a measure of the quality of conduct in school and away from school. A+ participants are expected to exhibit standards of behavior which will bring credit to the student, the A+ program, the school, and the community.

The School Board insists that student behavior be in compliance with the School Board policy, with the Student Handbook Regulations, and with public laws. While it is not possible to cite every example of behaviors that violate policies, regulations, or public laws, there are certain behaviors that are more frequently a problem.

Student discipline records will be maintained throughout their four years of high school. Any citizenship/discipline violation committed by an A+ student will be subject to review by the Halfway administrative and A+ office and may result in the student being placed on probation or removed from the A+ program.

The following types of incidents or behaviors will be subject to review and possible cause for students to be placed on probation for a period of time not less than one semester or for students to become ineligible to continue participation in the program.

- Repeated referrals – Referrals to the office should be minimal. Three referrals during one school year are excessive.
- Referrals that result in an in-school suspension or Friday school – Repeated offenses that result in the accumulation of 4 days or more in-school suspensions or 3 or more Friday schools will result in the review for possible removal from the A+ program by the A+ citizenship committee.
- One day of out-of-school suspension is cause for review of the student's continued eligibility in the A+ program. If the decision to place the student on probation is made, immediate removal will be the result of a second day out-of-school suspension. That decision may be appealed to the Board of Education.

In compliance with the regulations of Missouri Department of Elementary and Secondary Education A+ Schools Program, the Halfway R-III district has determined that a student will be removed immediately from the A+ Schools financial assistance program for the following:

- The unlawful use, possession, and/or distribution of alcohol and/or drugs
- Violation of the School district drug/alcohol/controlled substance abuse policy as outlined in the school handbook.
- Violation of local, state, or federal criminal laws.
- Conviction of a felony – either prior to or during the contract period.
- Conviction of criminal activity as defined by the Safe Schools Act.

Removal from the program will render the student ineligible to receive tuition reimbursement through the A+ Schools Program.

APPEALS PROCEDURE

Appeals will be addressed through the Citizenship Committee. Students and their parents/guardians will have 14 calendar days to appeal a decision to remove a student from the program. The appeal must be submitted in writing to the A+ Coordinator. Upon receiving a written appeal, the A+ Coordinator will convene the A+ citizenship Committee.

- Appeals forms will be mailed with the notification of ineligibility or may be picked up at the Halfway High School Office. Appeals may be submitted in writing within 14 calendar days to the Halfway High School A+ Appeals Committee in care of the A+ Coordinator. The A+ Coordinator will serve as facilitator and a nonvoting member of the review committee. Upon receiving a written appeal, the A+ Coordinator will convene the A+ Citizenship Committee composed of the following persons: a principal, a counselor, a teacher, and one teacher of the student's choice.

- The A+ Coordinator will notify the parents/guardians of the decision by letter.

The review/action procedure is as follows:

The Halfway administrative and ***A+*** office will review the student's files and records and make a determination and recommendation as to the student's ***A+*** status. One of the following procedures will occur

1. A statement will be issued to the student and his/her parent/guardian that either a warning statement has been given the student or he/she has been placed on probation. Any additional referrals may result in removal.

OR

2. The student and parent/guardian will be notified that the student has been removed from the ***A+*** program and will not be eligible to receive the ***A+*** tuition reimbursement after graduation.

- Upon receiving written notice of the committee's decision, the parent/student may file an appeal with the superintendent of schools within fourteen calendar days of the postmarked date of the notification letter. Appeals after fourteen days will not be considered. Upon receiving the superintendent's decision, the parent may request to appeal within 7 calendar days with the Halfway Board of Education.

TUTORING/MENTORING REQUIREMENTS

GUIDELINES FOR TUTORING/MENTORING

- Tutoring/mentoring must be school sponsored, have prior approval from the ***A+*** Coordinator, and be performed under the supervision of a certificated employee of the Halfway R-III School District.
- All ***A+*** students must an ***A+*** Tutoring Contract and participate in tutoring orientation.
- Tutoring/mentoring must be done during the regular school year or summer school and must be completed before graduation.
- Only time spent working directly with students will be counted toward the required 50 hours of unpaid tutoring/mentoring.
- Opportunities exist for logging tutoring hours after school.
- All tutoring and mentoring must be supervised and verified by a certified cooperating teacher and the A+ Coordinator.
- The signature of the supervising teacher must verify all tutoring/mentoring time. Tutoring/mentoring time must be recorded and verified on the ***A+*** Tutoring Log. Students will not receive credit for tutoring minutes when tutoring activity is not verified or for activity documented on forms that are lost by students or not submitted.
- Students are expected to be present at the agreed upon time for tutoring/mentoring.
- If an absence must occur, the ***A+*** Tutor is responsible for notifying the supervising teacher prior to the scheduled tutoring session.
- Participants should consider themselves a guest of the school and the supervising teacher, conducting themselves in accordance with all rules, regulations, and guidelines in the Halfway School Handbook. ***A+*** participants who do not meet the behavioral expectations during any portion of the tutoring experience risk forfeiture of tutoring opportunities.
- All tutoring/mentoring experience must be completed prior to May 1st in the year student will graduate.
- Serve as a good role model. Display characteristics of professionalism, integrity and courtesy. Dress appropriately. Follow our schools policy on dress code, this is important!
- ***Confidentiality is important! Never discuss information given to you by the tutee, parents, classroom teacher or administrator. If you do so, this could be a breech of contract and you will be removed from the A+ tutoring program!***

GOOD FAITH EFFORT TO SECURE FUNDING

- Parents must complete and submit the Free Application for Federal Student Aid (FAFSA). When filing the FAFSA, students must designate the community college or public technical school that they are planning to attend.
- Information about the FAFSA application is available in the Halfway High School counseling office or on line at **www.fafsa.ed.gov.** Computers are available in the high school for use when filing the FAFSA. Information is made available to students at the appropriate time.
- Federal Pell grant funds as determined by the FAFSA will be applied to student account balances first; if any A+ eligible costs remain, they will be billed to A+. A student cannot receive A+ in addition to a Pell Grant if the Pell Grant pays for all tuition and fees. However, the student may have access to their A+ Scholarship for use in later semesters during which they might become Pell Grant ineligible. The recognition of being an A+ graduate remains intact, and students can list A+ on resumes and applications as an achievement they earned for a job well done in high school.
- **Parents are encouraged to complete the FAFSA as early as possible, but not before January 1 or after June 30 of the year of the student's graduation.**

SELECTIVE SERVICE REGISTRATION

Males are required by law to register for Selective Service. They must register or forfeit their eligibility for the A+ Scholarship reimbursement. The web site for Selective Registration is **www.sss.gov**.

ANNUAL REPORT TO MDHE

All records for the A+ eligibility will be maintained and reviewed by the A+ Coordinator. At the end of each school year, names of eligible students will be submitted to the principal and guidance office for final review. Citizenship, GPA, and attendance will be reviewed for accuracy. A student is not officially certified eligible for A+ tuition reimbursement until the final review is conducted.

Monies will then be paid to the qualifying post-secondary institution.

By June 30 of each year in the appropriate core data report, the A+ coordinator will report a list of the names of all graduating, certified A+ students who are eligible to receive the A+ Scholarship.

HALFWAY HIGH SCHOOL
A+ SCHOOLS AGREEMENT

STUDENT: _____

SOCIAL SECURITY#_____YEAR OF GRADUATION_____

A student who qualifies according to the following criteria and continues an education at a Missouri public community college or vocational-technical school is eligible for state reimbursed tuition and fees for up to two years or six semesters. Each student should enter into a written agreement with the school during the last three years prior to high school graduation and, to be eligible, must have

- Sign an ***A+*** Schools agreement prior to high school graduation.
- Enroll in and attend a designated ***A+*** school for three consecutive years* immediately prior to high school graduation.
- Graduate from high school with a cumulative unweighted GPA of 2.5 (6.875 on a 11.0 scale) or higher.
- Maintain at least a 95% attendance record for the four-year period.
- Perform 50 hours of unpaid tutoring or mentoring for other students.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs and alcohol.
- Make a documented, good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment by filing the FAFSA.
- Males must register for Selective Service, as required by law.
- Beginning with the class of 2015: Achieve a score of Proficient or Advanced on the Algebra I End of Course (EOC) exam, **OR** - if they do not score proficient or advanced on the Algebra I or a higher level math end-of-course exam they must meet score requirements of the ACT or Compass exam as follows:

Exam	Minimum Score
ACT Math Sub-score	17
COMPASS Pre-Algebra	43
COMPASS Algebra	1

The length of eligibility period for the ***A+*** Scholarship will be

- 48 months immediately following high school graduation.
- Receipt of an Associate's degree
- Completion of 105% of the required hours for the student's program of study.

Do you wish to participate in the ***A+*** Schools program? ____YES ____NO

_____	_____	_____	_____
Student Signature	Date	Principal Signature	Date
_____	_____	_____	_____
Parent/Guardian Signature	Date	***A+*** Coordinator	Date

*Halfway High School will provide information on eligibility for tuition incentives to DESE and providing state funds are available DESE will distribute tuition funds to the institution of the student's choice.

Meeting the student requirements for the ***A+* Program does not guarantee entrance into a community college and/or vocational technical school.

ATTENDANCE AGREEMENT
A+ SCHOOLS PROGRAM

All A+ Schools participants must sign and return this acknowledgement of the **A+** Schools Program Attendance Policy to the **A+** Office.

We have received, studied, and understand the **A+** Schools Program Attendance Policy

Student Signature_____ Student Name(printed) _____

Parent/Guardian Signature _____Date _____

This agreement must be on file to complete the student's enrollment in the ***A+*** *Schools Program.*

Halfway R-III Schools A+ Citizenship Guidelines/Agreement

Participation in the A+ schools financial assistance program is an *honor and privilege.* A student must meet A+ eligibility requirements and maintain a record of good citizenship. The record of good citizenship will measure the quality of conduct in school and away from school.

To qualify for the A+ financial incentive a student's behavior shall be in compliance with the Board of Education policies, the Halfway High School guidelines on student discipline as outlined in the student handbook, the A+ School guidelines, the Safe Schools Act, and state and local regulations and laws. As mandated by State Law CSR 50-350-040, a student **will** forfeit the opportunity to earn the A+ schools financial incentive for any drug or alcohol violation committed at any time or place through the four years the student attends high school.

Halfway High School encourages values that exemplify good character. These values include respect, responsibility, citizenship, compassion, commitment, honesty, self-discipline, cooperation, and perseverance. The intent of our character program is to encourage students to reach their potential while becoming productive life-long learners.

At the end of each semester, student discipline records will be reviewed. Student discipline records will be maintained throughout their four years of high school. Disciplinary infractions may result in the student being considered "out of compliance" with the A+ Citizenship Standard. "Out of compliance" means that the student has shown a pattern of repeated disruptive behavior, either through referrals, ISS, or OSS assignments. Students who are considered "out of compliance" with the Citizenship Standards will be notified of their citizenship standing. Once a student has been deemed "out of compliance," it does not necessarily mean that he or she will be eliminated from participating in the A+ Program.

A student will be considered "out of compliance" of the citizenship standard and may forfeit the opportunity to participate in the A+ Schools Program for any of the following:

- Repeated referrals – Referrals to the office should be minimal. Three referrals during one school year are excessive.
- Referrals that result in an in-school suspension or Friday school – Repeated offenses that result in the accumulation of 4 days or more in-school suspensions or 3 or more Friday schools will result in the review for possible removal from the A+ program by the A+ citizenship committee.
- One day of out-of-school suspension is cause for review of the student's continued eligibility in the ***A+*** program. If the decision to place the student on probation is made, immediate removal will be the result of a second day out-of-school suspension. That decision may be appealed to the Board of Education.
- **Post-graduation Violations:** Students need to be aware that citizenship violations incurred after graduation, but before the submission of qualifiers to the state may eliminate them from the A+ Program.
- **Violation of local, state, or federal criminal laws:** A student will not be eligible if they have unlawfully used or possessed drugs, drug paraphernalia or alcohol on or off school property during the four-year period immediately prior to graduation. Pled guilty or *nolo conteendere* (no contest) to, received a suspended imposition of sentence or suspended execution of sentence for, or been convicted or found guilty of a misdemeanor or felony, or of a misdemeanor crime that is drug related or has inflicted physical harm to persons and/or property.
- **Actions for Violation of Local, State and Federal Laws:** Student and parent/guardian will be notified in writing via certified mail that the student has been removed from the A+ Program and will not be eligible to receive A+ funds through this program.

APPEALS PROCEDURE:

Appeals will be addressed through the Citizenship Committee. Students and their parents/guardians will have 14 calendar days to appeal a decision to remove a student from the program. The appeal must be submitted in writing to the A+ Coordinator. Upon receiving a written appeal, the A+ Coordinator will convene the A+ Citizenship Committee.

- Appeal forms will be mailed with the notification of ineligibility or may be picked up at the Halfway High School office. Appeals may be submitted in writing within 14 calendar days to the Halfway High Schools A+ Appeals Committee in care of the A+ Coordinator. The A+ Coordinator will serve as facilitator and a nonvoting member of the review committee. Upon receiving a written appeal, the A+ Coordinator will convene the A+ Citizenship Committee composed of the following: a principal, a counselor, a teacher, and a teacher of the student's choice.
- The A+ Coordinator will notify the parents/guardians by letter of the decision.
- Upon receiving written notice of the committee's decision, the parent/student may file an appeal with the superintendent of schools within fourteen calendar days of the postmark date of the notification letter. Appeals after fourteen days will not be considered. Upon receiving the superintendent's decision, the parent/student may request to appeal within 7 calendar days with the Board of Education.

Student Name (Printed)	Student Signature	Date
Parent/Guardian Name (Printed)	Parent/Guardian Signature	Date

HALFWAY HIGH SCHOOL AND A+ PROGRAM
ATTENDANCE APPEAL FORM

_____ _____
(Student's First & Last Name) (Graduation Year)

_____
(Parent/Guardian Signature)

Directions:

- Complete both sides of the form.
- *In order for a student to be granted approval they must list* ***all absences*** *and the reason for being absent. This will allow administration and the* ***A+*** *Appeals Committee to observe the attendance history prior to the appeal***.**
- Attach all necessary verification to the form.
- Return the completed packet to the Halfway High School office for review.

☐ **Please check if you are requesting evaluation of absences for the A+ Program.**

- All requests must include a verification letter from the appropriate agency including specific dates and times that the student should be considered.
- All submitted appeals will be reviewed by the ***A+*** Absence Appeals Committee to determine if a waiver will be granted.
- The ***A+*** Coordinator will notify parents by letter of the decision of the committee.
- A student must average at least 95% attendance to qualify for ***A+*** tuition reimbursement as mandated by the ***A+*** Schools Program and the Missouri Department of Elementary and Secondary Education. Only extreme circumstances (Ex: hospital stay, car accident) will be considered for an appeal. Normal illnesses are not acceptable for appeals in the A+ program. Only extenuating circumstances for illness may be submitted for review for a waiver.
- Students are allowed only one attendance appeal prior to graduation, requested no later than April 1st of the graduation year.
- ***All necessary verification information must be attached to this form.***

Students will be allowed one appeal for attendance prior to graduation. This appeal must be submitted no later than April 1st of the year of graduation.

In order for a student to be granted approval they must list **all absences and the reason for being absent. This will allow the administration and the A+ Appeals committee to observe the attendance history prior to the appeal.*

1___/___/___ _____
(Date) (Reason)
Approved / Denied

2___/___/___ _____
(Date) (Reason)
Approved / Denied

3___/___/___ _____
(Date) (Reason)
Approved / Denied

4___/___/___ _____
(Date) (Reason)
Approved / Denied

5___/___/___ _____
(Date) (Reason)
Approved / Denied

6___/___/___ _____
(Date) (Reason)
Approved / Denied

7___/___/___ _____
(Date) (Reason)
Approved / Denied

8___/___/___ _____
(Date) (Reason)
Approved / Denied

A+ Appeals Committed has approved _____ day(s).

_____
(Principal Signature / Date)

_____
(A+ Coordinator Signature / Date)

HALFWAY HIGH SCHOOL

PEER TUTORING CONFIDENTIALITY CONTRACT

As an ***A+*** tutor for Halfway High School, I realize the significance of exhibiting attributes such as professionalism, integrity, and courtesy. I will practice these attributes to the best of my ability.

I also understand the importance of confidentiality concerning any Tutee (student who needs academic assistance) that I will assist during my assignment and after my assignment is completed. I realize that I could be exposed to privileged information given by the tutee, the tutee's parents, teachers, counselors, and/or administrators. Privileged information is private and confidential and should only be discussed with those who are actively involved with the tutee.

I, _____, understand the significance of this confidentiality contract
(Tutor signature)
and agree to abide by the stipulations as discussed concerning confidentiality of the Tutee. I promise never to discuss any confidential information concerning the tutee with anyone but those who are actively involved with the tutee. I fully understand that such disclosure to others not involved with the tutee, will be considered a BREACH OF CONTRACT AND I WILL BE DISMISSED FROM A+ TUTORING PROGRAM.

_____ _____
(Witness signature) (Date)

Halfway High School
A+ Schools Program
Certification Summary Sheet

Name:_____ Grade:_____ School Year:_____

Certification of a Halfway High School student for the A+ Award is dependent upon the student meeting the criteria set forth by the A+ Schools Program in the Outstanding School Act of 1993. This form is compiled each year to give the student and parent information regarding the student's progress toward achieving the A+ Award. If you have any questions, please contact the Halfway High School A+ Office at 445-2211.

A+ Student Requirements	**Current Status As of**
Student A+ Enrollment Date	
Signed Student Agreement on File	_____Yes _____No
Cumulative Grade Point Average Must have at least 2.5 GPA at the time of graduation (GPA is cumulative over all four years of high school)	_____GPA
Attendance Rate Percentages Student must have at the time of graduation a 95% attendance rate averaged over four years.	_____Attendance Percentage
Tutoring Hours Perform 50 hours of unpaid school-based tutoring.	_____Total Hours
Citizenship Meet the criteria in the Halfway A+ Citizenship Policy and avoid the unlawful use of drugs and alcohol.	_____Yes _____No
FASFA Parents must complete and submit the Free Application for Student Aid (FAFSA) between January 1 and June 30 of the year of the student's graduation.	_____Date Completed
Selective Service Registration Males are require by law to register for Selective Service.	_____Date Registered
Algebra I EOC Student must achieve a score of Proficient or Advanced on the Algebra I End of Course (EOC) exam. **OR** - if they do not score proficient or advanced on the Algebra I or a higher level math end-of-course exam they must meet score requirements of the ACT or Compass exam. (Math ACT sub-score 17; COMPASS Pre-Algebra 43; **OR** COMPASS Algebra 1)	_____Score

NOTE: Availability of funds for the A+ Award is contingent upon the appropriation of funds by the Missouri Legislature.

Student Signature:_____ Date:_____

Parent Signature: _____ Date:_____

A+ CHECK LIST

These are things that MUST be FINISHED by May 1st of your senior year, unless you are graduating in December. Then you must have everything done before you leave. Keep this to stay on track.

YES	NO	
____	____	Sign an ***A+*** contract (on file in the A+ Office)
____	____	Attend a Missouri public high school for 3 years prior to graduating
____	____	Cumulative grade point average (GPA) of 2.5 or higher
____	____	Cumulative attendance rate of 95% or higher
____	____	Sign an A+ tutoring agreement form (on file in the A+ office)
____	____	50 hours of tutoring/mentoring on file in the ***A+*** office
____	____	Maintain a record of good citizenship
____	____	Beginning with the class of 2015, passed the Algebra I EOC proficient or above, OR met minimum score qualifications with the ACT or Compass exam as outlined. (Math ACT sub-score 17; COMPASS Pre-Algebra 43; **OR** COMPASS Algebra 1)
____	____	If you are leaving in December of your senior year, have your FAFSA filled out and submitted before May 1st of the Spring of your graduation year.
____	____	If you are graduating in May of your senior year, have your FASFA filled out before May 1st of that year.

*** Remember, if you have a dual credit class, YOU are responsible for asking that school to send your grades to the college/university of where you will be attending. This is not Halfway High School's responsibility, and we cannot legally do it for you.

Date:

To the parents/guardians of : <<Name>>
<<Address>>
<<City_State_Zip>>

Dear Parent/Guardian:

The purpose of this letter is to inform you that <<Name>>'s present status as an A+ student is in jeopardy as a result of violating the attendance, grade point average and/or citizenship policy. Your student's records have been examined to find that additional information may be needed in order to determine future eligibility for the A+ Schools Program and incentive.

These are the factors that determine whether a particular student is eligible to receive the A+ financial incentive.

1. The high school from which the student graduates must meet and maintain all of the requirements for A+ Schools designation.
2. The student must meet all the requirements of the A+ Program.
   - Sign an ***A+*** Schools agreement prior to high school graduation.
   - Enroll in and attend a designated ***A+*** school for three consecutive years* immediately prior to high school graduation.
   - Graduate from high school with a cumulative unweighted GPA of 2.5 (6.875 on a 11.0 scale) or higher.
   - Maintain at least a 95% attendance record for the four-year period.
   - Perform 50 hours of unpaid tutoring or mentoring for other students.
   - Maintain a record of good citizenship and avoidance of the unlawful use of drugs and alcohol.
   - Make a documented, good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment by filing the FAFSA.
   - Males must register for Selective Service, as required by law.
   - Beginning with the class of 2015: Achieve a score of Proficient or Advanced on the Algebra I End of Course (EOC) exam. **OR** – achieved the minimum score requirements on the ACT or COMPASS exam as outlined. (Math ACT sub-score 17; COMPASS Pre-Algebra 43; **OR** COMPASS Algebra 1)
3. State funding must be available.

As of the date of this letter <<Name>>'s status for the requirements listed in #2 above is as follows:

GPA_____ Attendance_____ Tutoring Hours_____ Citizenship_____

Students in the A+ Schools Program who feel they have been declared ineligible unfairly may appeal to the A+ Schools Appeals Committee. In cases of appeal, the student and guardian must notify the A+ School Coordinator of the intent to appeal. To file an appeal a written explanation as to why you feel you should still be eligible for the A+ Schools Program. In your explanation you should address the following points:

Attendance Appeals
- Attach a list of specific date(s)
- Reason for the absence
- Appropriate documentation (For more information see A+ Attendance policy)

Citizenship Appeals
- Describe the offense(s) for which you were suspended.
- What will you and what have you done to avoid being in trouble again? (Be specific)

Be sure to include your name and grade as well as signatures from both the student and parent/guardian.

Appeals will be addressed through the appropriate appeals committee. Students and their parents/guardians will have 14 calendar days to appeal a decision to remove a student from the program. The appeal must be submitted in writing to the ***A+*** Coordinator. Upon receiving a written appeal, the ***A+*** Coordinator will convene the A+ citizenship Committee.

If you have any questions or concerns, please contact the A+ Coordinator.

Sincerely,

Katie Henderson
A+ Coordinator
Counselor