

POTOSI HIGH SCHOOL

A+ Student Manual 2016-2017

Achievement

Partnership

Responsibility

Pending SCHOOL BOARD APPROVAL

Acknowledgments

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ACKNOWLEDGEMENTS

The Potosi R-III School District will follow the requirements as established by state law and regulations for the administration of the A+ Schools Program. The district's A+ Schools Program coordinator is: High School Counselor, #1 Trojan Drive, Potosi, MO 63664 Phone: 573-436-9684 E-mail: aplus@potosir3.org

PURPOSE OF THE A+ MANUAL

The purpose of this manual is to provide a clear understanding of the various aspects of the A+ Schools Program as established by the Outstanding Schools Act of 1993. There are many aspects of the law that established the A+ Schools Program that require Potosi High School to establish guidelines and policies. It is the responsibility of the A+ Schools Coordinator to administer the A+ Schools Program in a fair and consistent manner. All A+ Students must be treated fairly and equitably.

The first step of participation in the A+ Schools Program is the signing of the A+ Schools Participation Agreement (Appendix A) by the student, parent, school principal and the A+ Schools Coordinator. After all signatures are obtained, the student is considered to be an A+ Student at Potosi High School. It is then the responsibility of the student to continue to meet the requirements to be certified as an A+ Student upon graduation.

It is the responsibility of the Potosi R-3 School District to maintain the A+ Schools status. It is the responsibility of the A+ Schools Coordinator to certify to the State of Missouri the students who have achieved A+ status upon graduation. It is realized that some students will not be able to meet the requirements as set forth in the A+ Schools Program. It will be the responsibility of the A+ Coordinator to notify the student and parents immediately if it is determined that a student is not eligible for A+ Schools status. This manual is designed to present in a clear and consistent manner the guidelines and policies to be followed by the A+ Schools Coordinator.

This booklet was prepared jointly by the A+ Schools Local Advisory Committee and the A+ Schools Faculty Steering Committee. Please read this information carefully. It is provided for parents, students and employees of the Potosi High School so that a clear understanding of the requirements for becoming an A+ Student is achieved.

Any questions about this manual or the A+ Schools Program should be directed to the A+ Schools Coordinator at Potosi High School, (573)438-2156.

GOALS OF THE A+ SCHOOLS PROGRAM

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

1. All students will graduate from high school;
2. All students will complete a selection of high school studies that is challenging and has identified learning expectations; and
3. All students may proceed from high school graduation to a college or post-secondary vocational or technical school or high wage job with work place skill development opportunities.

All projects and efforts of the A+ Schools Concept in the Potosi R-3 School District are designed to achieve the three basic objectives listed above.

BENEFITS OF AN A+ SCHOOL FOR STUDENTS

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 Linn State Technical College. For the 2014-2015 academic year, the maximum rate is \$158 per credit hour or \$4.20 per clock-hour. The maximum credit and clock hour rates for the 2016-2017 academic year have not been established to date.

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.
- 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.
- Repeat coursework, which includes courses for which you have already received a grade (including a failing grade), will not be reimbursed.

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 "Can the scholarship be deferred?" below).
 - 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 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 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

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.

If unable to attend school due to active duty service to any branch of the armed forces of the United States, students may qualify for a deferment of your scholarship eligibility. The deferment will ensure the student receive 48 months of eligibility (see "How long can I receive an award?" above). Student 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 service in order to resume eligibility.

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

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

STUDENT ELIGIBILITY

To be eligible for the financial incentives of the A+ School Program, a student must be certified as an A+ Student by Potosi High School. As the official representative of the A+ Schools Program with the Department of Education of the State of Missouri, the A+ Schools Coordinator has the responsibility to certify if a graduate of Potosi High School has met the criteria of certification.

By June 30 of each year, the A+ coordinator will submit, in the appropriate core data report, a list of the names of all graduating, certified A+ students eligible to receive financial assistance. To be eligible, a student must:

1. Be a U.S. citizen, permanent resident or otherwise lawfully present in the United States.
2. Attend a designated A+ high school for three years immediately prior to graduation. A student who is an active duty military dependent or a dependent of retired military personnel who relocate to Missouri within one year of the date of retirement from active duty is excused from this provision

if the student attends a designated A+ school in the school year immediately preceding graduation and has met all other eligibility requirements.

3. Graduate from a designated A+ high school with an overall grade point average of 2.5 or higher on a 4.0 scale or the equivalent on another scale.
4. Have at least a 95 percent attendance record overall for grades 9-12. Any student appropriately counted for average daily attendance will be considered as in attendance, whether physically present or not.
5. Perform 50 hours of unpaid tutoring or mentoring of which up to 25 percent (12.5 hours) may include job shadowing.
6. Maintain a record of good citizenship and avoid the unlawful use of alcohol and drugs, as defined by district policy.
7. Beginning with the high school graduating class of 2015, meet one of the following, unless the district has met all of the DESE requirements for a waiver of the Algebra I end-of-course exam for the recipient:
 - ▶ Achieve a score of proficient or advanced on the official Algebra I end-of-course exam or a higher-level, DESE-approved end-of-course exam in the field of mathematics,
8. OR
 - ▶ Beginning in 2015, if students meet all of the eligibility requirements except the end of course exam requirement, you may establish eligibility by achieving a qualifying score on the MDHE approved math assessment 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.
9. Prior to graduation, enter into a written agreement with the district to participate in the A+ Schools Program. **(Appendix A)**
10. Meet any additional eligibility requirement set out in state law.

ESL Students

To be eligible for A+ benefits, a student must "first secure all available federal sources of funding that could be applied to the reimbursement described in this subsection." See Section 160.545.5(2) RSMo. At issue is application of this requirement for students who may be ineligible for federal financial aid due to their residency status. Under current federal law, a student can receive federal student

financial aid only if the student is a U.S. citizen or an eligible non-citizen. For financial aid purposes, an eligible non-citizen is one of the following:

- A U.S. permanent resident who has an Alien Registration
- A conditional permanent resident (I-551C),
- A non-citizen with an Arrival-Departure record (I-94) from the U.S. Immigration and Naturalization Service showing any one of the following designations: "Refugee," "Asylum Granted," "Indefinite Parole," "Humanitarian Parole," or "Cuban-Haitian Entrant."

A student is not eligible if they are in the United States under an F1 or F2 student visa, a J1 or J2 exchange visitor visa, G series visa (pertaining to international organizations) or any other temporary U.S. visa. However, policy statements issued by the U.S. Department of Education indicated that students ineligible for federal student aid might still be eligible for state or institutional aid. Based upon these requirements, a student who is denied federal financial aid because they lack the proper residency status under this requirement would meet the requirements of Section 160.545.5(2).

A second issue discussed is whether these students would have the right to be admitted to the institution of higher education. Specially, the question is whether a post-secondary institution may deny enrollment to an undocumented student. This issue has been addressed for K-12 public schools. In Plyler v. Doe, 102 S. Ct. 2382 (1982), the United States Supreme Court found that denial of enrollment to undocumented children was a violation of the Equal Protection Clause of the Fourteenth Amendment. There is not an equivalent ruling for higher education. Enrollment at the higher education level is based upon institutional policies rather than state law, so this issue may not be determined until the students apply for admission.

ENROLLMENT REQUIREMENTS

This section of the A+ Student Manual will discuss the requirement of a student attending Potosi High School for three years prior to graduation.

The student must enroll by completing Potosi High School's A+ Application no later than two weeks after the beginning of the fall term of the student's sophomore year if transferring from a non accredited A+ School.

1. If a student withdraws or transfers to a non-A+ School from Potosi High School after the beginning of their sophomore year, the student will not be considered eligible for the A+ Schools Program even if that student re-enrolls at Potosi before graduation.

GRADE POINT REQUIREMENT

This section of the manual explains the grade point average requirement of the A+ Schools Program. The student must graduate with an accumulative grade point average of 2.5 or above on a 4.0 scale. If a Potosi High School student chooses to enroll in the Missouri Options Program (MOP) they will be removed from the A+ Schools Program due to no longer earning high school credit. The following statements are intended to help clarify the A+ Schools policies concerning grade point average.

- The accumulative grade point average is for all four years of high school.
- 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.

GOOD FAITH EFFORT TO SECURE FUNDING

This section of the manual explains the requirement of parents to document a good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment.

1. Parents **should** complete the on-line Free Application for Federal Student Aid by Missouri’s deadline. The FAFSA information must be sent to the community college or public vocational/technical school that the student is planning to attend.
2. The FAFSA application form is available only on-line and must be filed electronically.
3. **IMPORTANT NOTE:** After applying for Federal Aid, students will receive an award letter indicating amount eligible to receive. This Federal money **MUST** be applied towards tuition first. If a balance remains, A+ Schools will pay remaining tuition balance.

ATTENDANCE REQUIREMENT

This section of the manual explains the attendance requirement of the A+ Schools student while at Potosi High School. The attendance rate must be 95% for the accumulated time between the start of the freshmen year at Potosi High School until graduation. The following guidelines will be in effect.

1. The cumulative attendance information given to the A+ Schools Coordinator will come from the official A+ attendance record kept by the Potosi R-3 School District.
2. Have at least 95% cumulative (4-year period) attendance record upon high school graduation - ALL absences count against A+ attendance.
3. The student's **on demand, quarter and** semester report card will provide their annual attendance as well as cumulative attendance record.
4. **FOR SENIORS ONLY**--After receiving a **mailed** A+ **Summary Sheet** **status report** in the **Fall or Spring**, the parent or student will have 30 days to file an appeal with the A+ Schools Coordinator. If an appeal is not filed within 30 days of notification, then a waiver for those days missed will not be considered.
5. A+ Schools parents should use the “A+ Appeal Form”. (Appendix B)
6. Students with specific health histories must make sure that the medical documentation (doctor’s letter) of chronic or long term health-related problems are on file with the school nurse and such health-related problems shall be considered in a possible review situation.
7. Those submitting a request for an A+ waiver of days missed shall provide the A+ Schools Coordinator with official documentation of the following: (Appeals Checklist - Appendix E)

Reason for Missing

- a. Catastrophic illness, hospitalization, serious long-term disability not covered by homebound services

Documentation

Doctor's Letter detailing timeline and treatment

Student will not receive a waiver if any absence is due to any of the following:

- b. Truancy
 - a. Skipping Classes
 - b. Personal/Family Vacation
 - c. Transportation Problems (Unless late on a school bus)
 - d. Suspended from class or school for any reason
 - e. Doctor, dentist, orthodontist or other appointments which could be scheduled outside of the school day.
8. When all of the information is received, the A+ Student Review Committee will meet at the end of each semester to decide if a waiver of absences for A+ Schools determination will be granted.
9. The A+ Student Review Committee will be composed of the following:
 1. Guidance Counselor (1)
 2. Business/Industry Member (2)
 3. Parents (2)
 4. Community Members (2)
10. A+ Schools Coordinator, as facilitator and non-voting member
11. After the A+ Student Review Committee reaches a decision, their recommendation will be sent to the Potosi R-3 School Board for approval. The A+ Schools Coordinator will notify the parents by certified letter.

TUTORING/MENTORING REQUIREMENT

This section of the manual explains the tutoring or mentoring of academically younger students to meet requirement for A+ Schools Students. The law states that A+ students must perform 50 hours of unpaid tutoring or mentoring for younger students of which up to 25 percent (12.5 hours) may include pre-approved job shadowing. Listed below are the A+ Schools guidelines concerning tutoring or mentoring:

In order to begin a tutoring or mentoring program, the A+ Student must have met the following qualifications:

- Accumulated at least a 2.5 grade point average
 - Have an accumulated 95% attendance rate
 - Is classified as a sophomore student
 - Is considered a good citizen by the school
 - Has signed an A+ Participation Agreement
 - Or has written approval from Administration/A+ Coordinator based on Personal Plan of Study career goal.
- 1) The following policies will be used by the A+ Schools Coordinator in determining this requirement:

- Tutoring/mentoring must be school sponsored by Potosi R-3 and pre-approved by the A+ Office.
- The student must be trained by the coordinator or classroom instructor before the mentoring/tutoring will begin.
- A+ Hourly Mentoring/Tutoring log must be kept by the student and turned in when sheet is full or at the end of each quarter after signed by supervising teacher. (Appendix F)
- Tutoring/Mentoring may be done during the school year or during summer school.
- Unless specific permission is given by the A+ Coordinator, all tutoring/mentoring must be done on school premises.
- The A+ Student or the sponsoring school supervisor may terminate the mentoring/ tutoring experience with the permission or notification of the A+ Schools Coordinator.
- All tutoring/mentoring experiences must begin before March 1st in the year the A+ Student graduates from Potosi High School.

- 2) The student is expected to be present at the agreed upon day and time for tutoring/mentoring.
- 3) If an absence must occur, the A+ Student is expected to notify the adult in charge of the A+ tutoring/mentoring experience.
- 4) The notification should be as soon as the student knows he/she cannot make the tutoring/mentoring experience. The notification must be on or before the day of the tutoring or mentoring experience.
- 5) Failure to notify will result in the following:

First time:	Verbal reprimand by the A+ Schools Coordinator Warning letter sent home to the parents
Second Time:	Removal from the A+ Schools Tutoring/Mentoring Program for the semester
- 6) If the problem of failure to notify happens during a second tutoring/mentoring opportunity, the student may be removed from the A+ Schools Program.
- 7) If a tutoring/mentoring opportunity is canceled by the school, the adult in charge is expected to notify the A+ Student as soon as possible.
- 8) The list below contains possible opportunities that will count toward the 50 hours of unpaid tutoring/mentoring or job shadowing requirement of the A+ Schools Program:
 - a) Elementary School Tutoring/Mentoring - During/After School
 - b) Elementary Summer School Tutoring/Mentoring

- c) Trojan Intermediate School Tutoring/Mentoring - During/After School
- d) Trojan Intermediate Summer School Tutoring/Mentoring
- e) Middle School Tutoring/Mentoring -During/After School
- f) Middle School Summer School Tutoring/Mentoring
- g) High School Tutoring/Mentoring - During/After School/Advisory/Freshmen Academy
- h) Cadet Teaching
- i) Counselor approved Job Shadowing (maximum of 12.5 hour)
- j) High School Summer School Tutoring/Mentoring
- k) Other opportunities may be approved by the A+ Schools Coordinator

CITIZENSHIP REQUIREMENT

An important component of the A+ Schools Program is the fostering of good citizenship in our district's students. A student demonstrates good citizenship by showing respect for self, law, property and the rights of others. The information below explains the guidelines to be used to determine the citizenship requirement.

To be eligible to participate in A+ Schools Program is a privilege-not an inherent right-granted if you meet the eligibility standards as set forth by the Potosi R-III School Board. According to the Board's A+ student eligibility standards, students must be good citizens in their school and community. More specifically, any student who represents his or her school in the A+ Schools Program must be a creditable citizen and be judged so by the proper school authority certifying the list of students eligible for A+ incentives. A student whose character or conduct is such as to reflect discredit upon himself or herself or his or her school is not considered a creditable citizen. His or her conduct shall be satisfactory in accordance with the Potosi High School discipline policy (JG-R3). The following procedure will be used to communicate A+ status to parents and students.

- Each semester, student's citizenship will be reviewed by the A+ coordinator and building administrator. If major citizenship issues are noted, an A+ Status Report and a student discipline report indicating student's cumulative discipline and A+ eligibility will be mailed to the parent.
- If a student is placed on probation or removed from the A+ Schools Program, an A+ Status Report will be mailed which would indicate a citizenship concern. A meeting with both student and parent will be requested.
- After receiving this information, the parent or student will have 30 days to file an appeal with the A+ Schools coordinator. If an appeal is not filed within 30 days of notification, then the student will be placed on probation or removed from the A+ Schools Program as of the date mailed.
- While on probation students are not allowed to tutor or participate in A+ Activities.
- Seriousness and attitude of student will determine the penalty. Reoccurrence will require that permanent restriction be considered.

The citizenship guidelines for all students participating in the A+ Schools Program at Potosi High School are:

A+ Students Under Arrest:

If an A+ student is arrested for a misdemeanor (shoplifting, vandalism, etc) or a felony (assault, robbery, DWI, possession, etc.) the A+ student will be allowed to participate in the program pending the legal outcome of the case. However, if there is admission of guilt by the student or if after reviewing the case school officials feel there is strong evidence, e.g. witnesses, which indicates probable guilt, then the school may restrict the student from participation before the legal outcome of the case. Parents and students are to be informed of any problem by a meeting with the principal and A+ coordinator.

Penalties for violations are:

- a. Misdemeanors (excluding minor traffic violations)
 - First Offense: One semester probation
 - Second Offense: Ineligible to participate in the A+ Schools Program
- b. Felonies: Ineligible to participate in the A+ Schools Program

Use/Possession of Alcohol, Non-Prescribed Drugs and Tobacco or Related Paraphernalia:

A+ students shall not use/possess alcoholic beverages, non-prescribed drugs or tobacco. If an A+ student violates this regulation, his or her violation will be reviewed by the A+ coordinator and principal. Following the review, the student and his or her parents will be notified of the decision.

- a. First Offense: One semester probation.
- b. Second Offense: Ineligible to participate in the A+ Schools Program.

Misconduct:

A+ students involved in misconduct while at school; this includes truancy, disrespect to teacher, fighting, use of abusive language etc. After a review by the A+ coordinator and principal, the student and parents will be notified of the results. Penalties will range from:

- a. Reprimand by principal or assistant principal with letter home to parents.
- b. Probationary status - one (1) semester.
- c. Ineligible for the A+ Schools Program.

Due Process:

A+ students will have the opportunity to express their side of any incident in which they may be involved. If the student is dissatisfied with any decisions, he or she has the right to appeal through the following channels:

A+ Review Committee composed of the following: Guidance counselor (1), business/industry members (2), parents (2), community members (2) and A+ coordinator, as facilitator and nonvoting member.

Any incidents which occur that are not covered by these guidelines will be reviewed on an individual basis and decisions related to penalties will be made jointly by the A+ Review Committee, school and administration.

A+ APPEALS PROCESS -DUE PROCESS

All students wishing to participate in the A+ program must submit a completed A+ participation agreement. If the coordinator determines that a student who has submitted a participation agreement has violated the terms of that agreement or district policies or procedures regarding A+ participation, the coordinator will notify the student in writing and may put the student on probation or expel the student from the program. The student or the student's parents/guardians may appeal expulsions from this program, in accordance with written district procedures, to the

Board of Education or to a committee of Board members appointed by the president of the Board and given the authority to act for the Board. The Board or the Board's committee will hear the student's appeal in closed session and will notify the student of its decision.

A+ students will have the opportunity to express their side of any incident in which they may be involved. If the student is dissatisfied with any decisions, he or she has the right to appeal through the following channels:

A+ Review Committee composed of the following: Guidance counselor (1), business/industry members (2), parents (2), community members (2) and A+ coordinator, as facilitator and nonvoting member.

Any incidents which occur that are not covered by these guidelines will be reviewed on an individual basis and decisions related to penalties will be made jointly by the A+ Review Committee, school and administration.

Notification Process

In January and **April** of each year the A+ Schools Coordinator will review all seniors not meeting or close to not meeting A+ Schools requirements. At this time these students receive a letter to sign and discuss with the A+ Coordinator which explains their A+ status. This letter is then mailed home to the parent to review. (Appendix K) Upon request by the student or parent, an A+ appeals packet will be provided to the student with all information needed to make the formal appeal as indicated by the A+ Schools manual. When the packet is provided, a deadline to return the packet with documentation will be given. Once any appeal packets are received, an A+ Appeals Committee meeting is scheduled to review all appeals for that semester.

The A+ Appeals Committee will meet to go over individual appeals. The appeals will be approved or denied based on the Potosi R-3 School Board's approved A+ Schools Manual criteria. A meeting with the student and the A+ Coordinator will follow the decision of the appeals committee, and then a certified letter will be mailed home to parents indicating the committee's decision. A copy of the A+ Appeals Committee's decision will be provided to the Potosi R-3 School Board for their review and approval. If parents disagree with the A+ Appeals Committee's decision, they have the opportunity to contact the superintendent's office to be put on the Potosi R-3 Board of Education's agenda for further review of the original decision by the Board of Education.

Once the Potosi R-3 Board has made its final decision, this ends the appeals process.

Maintaining Student Eligibility

Missouri Department of Higher Education A+ Schools Program

<http://dhe.mo.gov/ppc/grants/aplusscholarship.php?/aplusscholarship.html>

Initial Eligibility at Post Secondary **(updated with hyperlinks to make easier to use)**

- Enroll and attend full-time at a **participating public community college or vocational/technical school, or private two-year vocational/technical school.** **PDF Document**
- Be seeking a degree or certificate at the school in which you are enrolled.²
- Not be pursuing a degree or certificate in theology or divinity.
- 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.

- Maintain satisfactory academic progress as defined by your school, including the school’s established grade point average requirement.

Enrollment [\(updated material with hyperlinks to make easier to use\)](#)

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 order to confirm your A+ eligibility. In most cases your school will require at least an A+ seal/stamp on your high school transcript.

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.

Select the school year for which you are applying for financial aid. For example, if you plan to attend college between July 1, 2016 and June 30, 2017, click **The 2016-2017 School Year (July 1, 2016 – June 30, 2017)**. If you plan to attend college between July 1, 2015 and June 30, 2016, click the other link. If you are applying for a summer session, check with your college to verify which application you should complete.

When do I fill out the FAFSA?

The 2015–16 FAFSA has been available since Jan. 1, 2015, and the 2016–17 FAFSA launched on Jan. 1, 2016. [The 2017–18 FAFSA will launch on Oct. 1, 2016.](#)

There are different FAFSA deadlines for different programs:

Aid Program	Deadline Information
Federal student aid	For the 2015–16 year, you can apply between Jan. 1, 2015, and June 30, 2016. For the 2016–17 year, you can apply between Jan. 1, 2016, and June 30, 2017. (For the 2017–18 year, you will be able to apply between Oct. 1, 2016, and June 30, 2018.) However, there are a few <i>federal student aid programs</i> that have limited funds, so be sure to apply as soon as you can once the FAFSA is available for the year you’ll be attending school.
State student aid	You can find state deadlines at fafsa.gov or on the paper or PDF FAFSA .
College or career school aid	Check the school’s website or contact its <i>financial aid office</i> . School deadlines are usually early in the year (often in February or March).
Other financial aid	Some programs other than government or school aid require that you file the FAFSA. For instance, you can’t get certain private scholarships unless you’re eligible for a Federal Pell Grant—and you can’t find out whether you’re eligible for a Pell Grant unless you file a FAFSA. If the private scholarship’s application deadline is in early to mid-January, you’ll need to submit your FAFSA before that deadline.

As you can see, it's a good idea to file the FAFSA as soon as it's available so you don't miss out on anything.

You have to fill out the FAFSA every year you're in school in order to **stay eligible** for federal student aid.

Can I get an early estimate of my aid?

You sure can! If you're not ready to file a FAFSA, you can use **FAFSA4caster** to estimate your federal student aid.

How do I fill out the FAFSA?

There are several ways to file:

- Online at **fafsa.gov** is faster and easier than using paper.
- If you need a paper FAFSA, you can
 - **download a PDF FAFSA** or
 - **order a paper FAFSA**.
- Ask the financial aid office at your college or career school if you can file it there. Some schools will use special software to submit your FAFSA for you.

Need some **tips on filling out the FAFSA**? We've got them!

What happens after I fill out the FAFSA?

Applying isn't the last step; your FAFSA has to be processed, and then you get an *Expected Family Contribution (EFC)*, which your college or career school uses to figure out how much aid you can get. Find out more about **what happens after you fill out the FAFSA**, including how aid is calculated and when and how you'll get your aid.

A. Continuation of Eligibility

- Continue to meet the eligibility requirements for initial students.
- Maintain a 2.5 grade point average on a 4.0 scale and otherwise maintain satisfactory academic progress as defined by your school.⁴
- Make a good faith effort to secure all available 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.
-

How much can I receive?

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. For the 2015-16 academic year, the maximum rate is \$159.75 per credit hour or \$4.30 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.
- 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.
- Repeat coursework, which includes courses for which you have already received a grade (including a failing grade), will not be reimbursed.

How can I apply?

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 order to confirm your A+ eligibility. In most cases your school will require at least an A+ seal/stamp on your high school transcript.

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 2015 summer term is part of the upcoming academic year (called a "header"), you would need to file a 2015-16 FAFSA in order to receive a summer award. If the 2015 summer term is part of the prior academic year (called a "trailer"), a 2014-15 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.

How will I know if I am eligible?

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.

How will I receive my award?

Your community college or vocational/technical school will submit a reimbursement request to the MDHE by the deadlines established for each term (summer, fall and spring). The MDHE will then disburse the funds to the school and the school will apply the funds to your account.

How long can I receive an award?

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 "Can the scholarship be deferred?" below).
 - 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 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

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.

How do I renew my award?

You may renew your award 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. You must also maintain a 2.5 grade point average and otherwise maintain satisfactory academic progress as defined by your school.

If you are an initial student who has been denied A+ reimbursement for failure to maintain satisfactory academic progress as defined by the school, or a renewal student denied for failure to maintain a 2.5 cumulative grade point average or the school's other satisfactory academic progress 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.

How do I transfer my award?

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.

Can the scholarship be deferred?

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 "How long can I receive an award?" above). 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 65102-14

A+ SCHOOLS PARTNERSHIP PLAN

The coordinator shall organize a local advisory committee to develop a partnership plan to be approved by the district Board of Education. The advisory committee shall include businesspersons, labor leaders, college and postsecondary career/technical school representatives and parents/guardians. The partnership plan shall specify a mechanism to receive information on an annual basis from those who developed the plan, as well as senior citizens, community leaders and teachers, to update the plan in order to best meet the goals of the A+ Schools Program.

Under the guidance of the coordinator, the advisory committee shall evaluate, review and update the partnership plan annually.

***Detail the procedures used to identify students who may drop out of school and the intervention services to be used to meet the needs of such students.**

Students are identified by the initially by the counselors then they will meet with teachers and administrators to decide appropriate intervention is provided by using a variety of criteria including but not limited to reading assessments, test scores, failing grades, behind on credits earned, teen parent, behavioral issues, poor attendance, personal interviews with students and socio-economic factors.

***Intervention Services**

- **Reading Below Grade Level**

All incoming 9th graders are given a standardized reading assessment to determine skill level. If the students are below grade level on assessment, the students are evaluated by looking at prior grades and test scores then may be recommended for a reading strategies course in addition to their English course.

- **Attendance Records**

Absences are reviewed by the Potosi High School social worker to monitor absences. Contacts home are made and families are provided optional resources to assist in individual situations.

- **Care Team**

Care Team coordinator is provided information on students who may be in jeopardy of failing courses or poor attendance. The team meets to discuss concern and identify resources to assist student.

Care Team referral forms are made available to students and staff to be completed and turned in to the counseling office. The counselor follow-up on concerns by gather details and providing appropriate intervention or take to Care Team.

- **Saturday School Program**

(SSP) is an opportunity for a student who is absent more than 7 days of any given class or 7 days in a semester to make up missed educational opportunities involving classroom learning time to POSSIBLY prevent the failure to earn credit due to absences. Please note that unexcused absences are cumulative. Absences made up are not removed from the student's total number of unexcused absences. NOTE: EXCESSIVE ABSENCES COULD STILL RESULT IN CREDIT NOT BEING EARNED. Saturday School will be held on Saturdays from 8:00 a.m. to 1:00 p.m. It is supervised by staff members, and they are responsible for following the procedure and making referrals for those students who violate the guidelines.

- **Progress Reports and Grading Procedures**

Progress reports for all students are given for students to share with their parents at mid-quarter during each of the grading periods. Final exams will be given during the last two days of each quarter. Students are to provide physical verification of illness to make up final exams. Report cards will be given to students every nine weeks. If you have a question concerning your report card, please contact your counselor. Parents are urged to call or email their child's teacher about individual grades. The principal may also provide assistance.

- **Parent/Student Portal**

The parent/student portal in **Power School** at www.potosir3.org is available to access current school-related records online using the username and password provided by the school.

- **Tutoring and Re-Testing Program**

The purpose of tutoring is to achieve mastery of concepts and to ensure our district mission that all Potosi High School students will have the opportunity to reach their learning potential and prepare to become responsible citizens through cooperative effort among home, school, and community. This will be accomplished through re-teaching of key concepts in tutoring sessions and re-testing.

1. If you are failing a class, you will be required to go to tutoring at least once a week until you are passing.
2. If you fail a test, you will be required to go to tutoring and then retake the test. These conditions apply.
 - a. Your teacher will decide how much tutoring and with whom you need to tutor before you retake the test.
 - b. You need to retest before school or after school.
 - c. The better of the two test scores will be recorded in the grade book.
 - d. An 89% is the highest grade that can be achieved on a test retake.
 - e. You have to tutor and retest within 2 weeks or before your next test.
3. If you passed a test, but want to improve your grade, you have the option of retaking one test per quarter grading period. These conditions apply: You and your teacher will decide how much tutoring you need before retaking the test.
 - a. You have to tutor and retest within 2 weeks or before your next test.
 - b. The retake grade will be recorded.
 - c. An 89% is the highest grade that can be achieved on a test retake.
 - d. You need to retest before school or after school.

***PHS Alternative Education Committee**

This committee is selected by the high school principal and will consist of classroom teachers, counselors, special education director, Alternative School lead teacher and administrator. They will review student/family request for continuation of alternative setting or request for placement. Based on student intervention services used prior and success, appropriate placement will be recommended and student/family will be notified.

- Alternative academic program offered by the Potosi R-3 School District for students who are identified as needing a non-traditional academic environment in order to be promoted or earn a high school diploma. Students enrolled in the Alternative program are still considered students of Potosi R-3 and may be able to participate in school activities.

The PHS Alternative Education Committee approves the placement of the student into the Ombudsman program. The student and his/her parent must attend an intake interview at the Ombudsman center prior to attending the program. The seniors are given first priority for placement.

- **Missouri Option Program (MO-OP)**

Missouri Options Program permits full-time, public school enrolled students who are at least 17 years of age and who are at risk of dropping out or not graduating with their cohort group the opportunity to earn a standard high school diploma. Graduation through the Missouri Option Program is not dependent on Carnegie credit attainment. It is a **competency-based** program approved by the State School Board that utilizes a high school equivalency exam as an end-of-course event testing content mastery for graduation purposes. The exam, sanctioned by the state for the Missouri Option program, is the HiSET test, developed and distributed by the Educational Testing Service (ETS). Additional information regarding the new Missouri High School Equivalency Test may be found at <http://hiset.ets.org/>. Missouri Option students successfully passing the exam and completing all other program requirements are eligible to receive a high school diploma.

- **PHS Alternative Class on Campus**

The PHS alternative class is an opportunity for students who attend traditional high school and do not receive additional educational services but struggle with one or two core area subjects. Individual students meet with their counselor to find ways to help themselves in regular classroom, attend tutoring with regular classroom teacher and if student is still struggling, then they may be moved to an alternative course in that subject. If moved the student would earn a grade/credit toward graduation in that subject area.

- **Character Education**

Potosi R-3 CHARACTERplus Having good character means understanding, caring about and acting upon core ethical values such as honesty, respect and responsibility. CHARACTERplus is an initiative of Cooperating School Districts and devoted to advancing the cause and importance of character education. This organization is designed to address issues related to student character, responsibility and academic achievement. CHARACTERplus provides quality training, resources and leadership to help parents and schools accomplish one of their most important jobs - the character development of the next generation.

Potosi R-3 School District, local businesses, faith communities, parents and community members are proud to support and be a part of the CHARACTERplus program. "If those of us who surround children will model and encourage commendable character, we will reap the cultural rewards in our homes, schools, communities, state, nation and ultimately the world." Kent King

Monthly Character Traits, Phrases and Colors

January *Honesty/Yellow:* Honesty is the first step to greatness, always be truthful.

February *Responsibility/Green:* Our choices help to decide what will happen next in our lives.

March *Respect/Blue:* Treat others as you would like to be treated - Golden Rule.

April *Compassion/Pink:* Being kind and caring to each other and to all living creatures.

May *Self-Discipline/Red:* Be a self-learner and discipline yourself.

June *Integrity/White:* Do the right thing even when no one is looking.

July *Perseverance/Gold:* Keep trying, be committed and don't give up.

August *Loyalty/Navy Blue:* Be true to your family, friends and school.

September *Motivation/Lime Green:* You can do whatever you want to do. Nothing is impossible.

October *Cooperation/Orange:* Everyone works together.

November *Patience/Turquoise:* Patience is a virtue - virtue means goodness.

December *Fairness/Purple:* Everyone is equal and we should be kind and caring to one another.

- **Athletic Participation**

Potosi High School coaches assist in following up on grades and attendance to make sure the student athletes are on track and get the help they need to continue eligibility. To participate in high school athletics is a privilege, not a right, and all participants must meet the eligibility requirements established by the Missouri State High School Activities Association and the Potosi R-3 School District. In order for a student to participate in a school event they must be present at least 6 class periods during that school day or have an excused absence or prearranged with the principal. Part-time attendance students must be enrolled in 6 class periods. All athletes are encouraged to have 93% attendance.

- **Adopt-A-Student Program**

This program consists of teachers and students who have agreed to work together for the school year to improve classroom success, develop socialization skills and build self-esteem. The teacher monitors grades and attendance and is a mentor for the student. This gives the student a contact person to confide in and to discuss concerns or problems with. This is a district-wide program that has been successful since 1996.

- **Mineral Area College Learning**

Center students are given opportunities to earn additional credit to meet graduation requirements.

- **Freshmen Academy**

Beginning 2014-15 School year, all freshmen will be housed on top floor round room with freshmen instructors for core classes, lockers and advisory being located in same area. This is being done to address concerns that freshmen need more structure and assistance adjusting to high school prior to being mixed with all grade levels. This will encourage teacher collaboration and student accountability.

***Outside counseling and mentoring services provided to students who will enter the work force upon graduation from high school.**

- **Missouri Connections missouriconnections.org**

The Missouri Connections is the gateway to the online career planning system. Through the portfolio, online members begin to build their lifelong portfolio, take assessments, review occupational information, and access links to career development resources. When applying or interviewing for employment, this record of experience and skills is crucial. Students will establish a Missouri Connections username and password to create a portfolio at missouriconnections.org. Individuals may access their portfolio for life.

All students at Potosi High School have a working Personal Plan of Study that is used to guide their course selection based on their individual career interest. Missouri Connections is used beginning in the 6th grade using the middle school version. Students continue using the middle school program until they take Careers Class in 8th grade. Prior to the end of the course, all students make a tentative Personal Plan of Study which is then adjusted and adapted to their career choice as they go throughout high school. Students are encouraged to continue using this program throughout their life and keep it updated.

- **16 Career Pathways**

It is important for you to note that there are a variety of occupations in each path requiring different levels of education and training. We will help your child by offering him/her course selections to meet the required needs of each path. Please see a high school counselor for more information about this program. Some of the choices of career paths include:

1. Agriculture, Food and Natural Resources
2. Architecture and Construction
3. Arts, A/V Technology and Communications
4. Business, Management and Administration
5. Education and Training
6. Finance
7. Government and Public Administration
8. Health Science
9. Hospitality and Tourism
10. Human Services
11. Information Technology
12. Law, Public Safety, Corrections and Security
13. Manufacturing
14. Marketing, Sales and Service
15. Science, Technology, Engineering and Mathematics
16. Transportation, Distribution and Logistics

- **Test Prep**

Potosi High School utilizes the ACT prep course to help students prepare and gauge their skill levels while encouraging improvement.

Potosi High School is an official ACT test site which allows our students a comfortable environment to test.

- **Trojan Time**

Trojan Time will take place between 3rd and 4th hours and will last for twenty-five minutes. On alternating Wednesdays, Trojan Time will be used for Advisory (see below). On all other days, Trojan Time will be used for Silent Sustained Reading (SSR). When assigned by teachers, students will have opportunities for tutoring during Trojan Time.

- **Advisory**

Every student will be assigned to a faculty advisor based on grade level. Advisory groups will meet every other Wednesday, beginning August 20. The bell schedule on advisory days will remain

unchanged. The advisory program will be used to provide students with additional, individualized support for a variety of academic issues.

- **Guest Speakers**

Classroom instructors and counselors bring in a variety of guest speakers with expertise throughout the year to share their stories with our students. Many provide summer opportunities for our students.

- **Tours of Business and Industry**
- **Tours of post-secondary universities, community colleges, technical and vocational schools are made available through counseling office and College Advising Corp.**
- **Career Shadowing is an opportunity for every student at Potosi High School one time per year. When they complete appropriate paperwork and return it signed they are not counted absent. Up to 12.5 hours may be used toward A+ tutoring hours.**
- **Job and Career Fairs**
- **Hi Tech Workshop for junior and senior girls host at Mineral Area College free of charge. This is designed for women going into the STEM fields.**
- **Junior Achievement Career Fair for 11th grade students**
- **Vocational education is offered in business and agriculture departments.**

***Internship and Apprenticeship Programs**

- **Supervised Business Experience** is offered to juniors and seniors who have met requirements for the program. This program offers students the opportunity to train at a job site in which they have the qualifications required for the position. They earn credit and are not usually paid.
- **Vocational Rehabilitation** is currently offered to students with disabilities. This program assists students in locating jobs and offers financial incentives for students pursuing post secondary education.
- **Work Connections** is currently offered to students who met guidelines for summer program. Through the program, students learn about their interest, abilities, and values. They are then placed at a job site for the summer. Students are paid for work completed in this program.
- **Washington County Forestry Service** provides applications for students each summer to complete and are randomly drawn. This is a full time paid summer position.
- **Washington County Industrial Development Authority** is working with Potosi High School, other schools in county and business to develop skilled labor to encourage new business and industry to locate in our community.
- **Unitec Career Center** offers their seniors who have met requirements to apply for Pro-Tec their senior year. This allows students to learn on the job and possibly get paid and earn credit.

***Procedures for the recruitment of community volunteers to serve in Potosi High School. All Recruitment begins with approval from building principal.**

- 1. A+ Coordinator will attend meetings and participate in local community organizations to encourage input and involvement at various levels.**
 - **Provide a job shadowing program for students**
 - **Host tours at their work place**
 - **Provide release time for employees to speak to school classes**
 - **Serve on high school A+ Committee or other school committees**
 - **Training sites**
 - **Career Fair**
 - **Sponsorship for Programs**
 - **Other:**
- 2. Mailing will be sent to selected business to participate in Agriculture Career Day.**
- 3. Newspaper articles, flyers and mailings are used to encourage assistance with FAFSA Frenzy in February each year.**
- 4. Summer School workshops are coordinated by counselors at Senior Citizens Center**
- 5. Personal Finance real life application and Banking tour during the summer.**

POTOSI HIGH SCHOOL A+ SCHOOLS APPLICATION
Potosi R-3 School Board Approved May, 2016

Name _____ **Graduation Year: 20** _____
(Last) (First) (Middle)

Address _____

Age _____ **DOB** _____ **Social Security Number** _____ - _____ - _____

I wish to participate in Potosi High School’s A+ Schools Program. Assuming state funds are available, the unpaid balance of my tuition and general fees after all available, non-loan federal financial assistance, such as the federal Pell grant, has been applied to your account. **If available, funds will be provided by the State of Missouri, not Potosi R-3 School District.**

1. Be a U.S. citizen, permanent resident or otherwise lawfully present in the United States.
2. Attend a designated A+ high school for three years immediately prior to graduation. A student who is an active duty military dependent or a dependent of retired military personnel who relocate to Missouri within one year of the date of retirement from active duty is excused from this provision if the student attends a designated A+ school in the school year immediately preceding graduation and has met all other eligibility requirements.
3. Graduate from a designated A+ high school with an overall grade point average of 2.5 or higher on a 4.0 scale or the equivalent on another scale.
4. Have at least a 95 percent attendance record overall for grades 9-12. Any student appropriately counted for average daily attendance will be considered as in attendance, whether physically present or not.
5. Perform 50 hours of unpaid tutoring or mentoring of which up to 25 percent (12.5 hours) may include job shadowing.
6. Maintain a record of good citizenship and avoid the unlawful use of alcohol and drugs, as defined by district policy.
7. Beginning with the high school graduating class of 2015, meet one of the following, unless the district has met all of the DESE requirements for a waiver of the Algebra I end-of-course exam for the recipient:
 - Achieve a score of proficient or advanced on the official Algebra I end-of-course exam or a higher-level, DESE-approved end-of-course exam in the field of mathematics,Or
 - As a high school or postsecondary student, have achieved a qualifying score, as established annually by the Coordinating Board for Higher Education, or the mathematics component of the ACT test or MDHE approved math assessment.
8. Prior to graduation, enter into a written agreement with the district to participate in the A+ Schools Program.
9. Meet any additional eligibility requirement set out in state law.

I reviewed the A+ information and understand the financial incentive component.

Please check yes if you would like to participate in the A+ Program.

Yes _____ I would like to participate. No _____ I would not like to participate.

Student Signature Parent signature Date

A+ Coordinator High School Principal

(Appendix A)

**A+ APPEAL FORM
FOR A+ STUDENT CERTIFICATION**

Student Name: _____ Date: _____ Graduation Yr. _____

Parent Name: _____

Parent Address: _____ Phone: _____

This request is to appeal the following:

Citizenship _____ GPA _____ Attendance _____
1st Semester _____ 2nd Semester _____ School Year _____

In the space provided below, please list the reason(s) you feel there is a need for review of your child's A+ status. You may use the back of this form if you need more room. Please attach the documentation as requested in the A+ Student Manual.

Please note:

- I. A time limit of 15 minutes will be set and only 5 minutes will be allowed for parent/student to discuss the appeal with the committee.
- II. Parents may attend the 1st and 2nd appeal meetings but will be required to meet with the appeal committee on the 3rd or more appeal requests.
- III. A letter will be mailed to the parent and student indicating the action that was taken by the Appeals Committee.
- IV. All A+ appeal decisions will be forwarded to the Potosi R-3 School Board.
- V. If the appeal is denied, the parent/student may choose to appeal to the Potosi R-3 School Board.

You may use the back of this sheet or attach additional information if necessary.

(Appendix B)

Appeals Checklist

- Proper and timely documentation was provided to attendance secretary**
 - additional physician letters, etc. may be submitted with appeal form

Reason for Missing
Catastrophic illness, hospitalization, serious long-term disability

Documentation
Doctor's Letter
- Dates for appeal are clearly indicated
- Reason for absence(s) is(are) clearly described indicating:
 - purpose of absence(s)
 - circumstance(s) requiring out-of-school time to be used
 - length of time absence(s) has(have) occurred
 - information about long-term illness or disease must be on file in nurse's office
 - absences must be a link to specific long-term illness or disease
- Absence(s) requesting waiver could not have been avoided during school hours.

Student Name _____ Parent Name _____

Contact # of Parent _____

For office use only

Date Appeal Received _____ Date Appeal Reviewed _____

Absence(s) Waived _____

Absence(s) Denied _____

Signatures of Advisory Committee:

A+ HOURLY MENTORING/TUTORING LOG

Student Name: _____

Date	Class	Location	Time In	Time Out	Total	Teacher

***Due by the end of each quarter.**

(Appendix D)

A+ STUDENT TUTORING APPLICATION

Student Name: _____ Male ___ Female ___ Grade _____

Strengths: Math _____ Science _____ SS _____ Computers _____
 Art _____ Reading _____ Foreign Language _____
 Health _____ Business Ed _____

Weaknesses: Math _____ Science _____ SS _____ Computers _____
 Art _____ Reading _____ Foreign Language _____
 Health _____ Business Ed _____

Do you have an interest in working with the special needs students? _____

Grade Preferences: K-3 _____ 4-6 _____ 7-8 _____ 9-12 _____

Your personality type (Circle all that apply):

Shy Outgoing Leader Follower Compassionate

Check when you will be available to tutor:

After School _____ Before School _____ Summer School _____

Student Comments:

Student Signature _____

******* If you do not contact the A+ Office within two weeks after receiving this notification, your student will be removed from the A+ Schools Program.**

(Appendix E)

(Appendix F)

