

Atlanta C-3 High School



A+ Schools Program Student/Parent Manual

Welcome to the A+ Schools Program

As a student at Atlanta High School, there are many opportunities you should consider as you begin to plan your future after you graduate. By choosing the A+ Schools Program, you are embarking on a journey as a lifelong learner.

When the Missouri State legislature established the Outstanding Schools Act of 1993, they included the provisions for the A+ Schools Program. In an effort to enhance educational opportunities for high school students, the legislature provided that students who attend schools that meet specific criteria will be eligible for financial incentives. Pending legislative approval each year, Atlanta High School graduates will be eligible to receive tuition and general fees to attend any public community college, vocational or technical school in Missouri.

The purpose of this manual is to provide students, parents/guardians, faculty and staff with the guidelines and policies of the A+ program. It is the responsibility of the Atlanta C-3 School District to follow these policies to ensure A+ designation is maintained. Accurate certification of students is crucial to the integrity of the program and A+ Schools designation. It is the responsibility of the students and parents to read this manual carefully in order to understand and follow all guidelines and regulations that are part of the A+ program.

Goals of the A+ Schools Program

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

Atlanta High School
A+ School Programs
Contact Information

Principal
Josh Brummit
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A+ Coordinator
Dee Motter
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Student Eligibility

To be eligible for financial incentives of the A+ Schools Program a student must be certified as an A+ student by the Atlanta C-3 School District. To do so, the student must meet the following criteria while in high school:

- enrollment in and attendance at a designated A+ school for at least three (3) consecutive years immediately prior to high school graduation
- written agreement with designated A+ High School
- graduation from a designated A+ school with at least a grade point average of two and five tenths (2.5) points on a four (4) point scale, or equivalent on alternate grading system
- at least a ninety-five (95) percent attendance record
- at least fifty (50) hours of unpaid tutoring or mentoring services for students
- a record of good citizenship and avoidance of the unlawful use of drugs/alcohol
- have achieved a score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course exam in the field of mathematics.³

The following table displays the qualifying scores for the 2015 high school seniors.

| Test | Score |
|---------------------|-------|
| ACT Math Subscore | 17 |
| COMPASS Pre-Algebra | 43 |
| COMPASS Algebra | 1 |

Student Incentive

As an A+ designated school, Atlanta High School graduates meeting the qualifications explained in this handbook may be eligible to receive the following financial incentives:

Paid tuition, general fees to attend any public community college, vocational or technical school in the state of Missouri for a period of two years, pending legislative approval.

Atlanta High School A+ Timeline

Freshman & Sophomore Years

- Learn about the A+ program by reading the A+ handbook
- Make sure you understand the A+ ATTENDANCE, GPA AND GOOD CITIZENSHIP requirements
- Sign an A+ Agreement form and return to the A+ Coordinator
- Maintain good grades and good attendance
- Get started on the A+ tutoring and mentoring hours requirement (REMEMBER, ALL tutoring/mentoring must be done under the supervision of a district employee. To receive credit for tutoring/mentoring, all hours must be logged on the official A+ Tutoring/mentoring log. Logs are available in the A+ Coordinators room)

Junior Year

- Continue to work on A+ tutoring and mentoring hours
- Be aware of your current A+ status (Attendance, GPA, and Citizenship)
- A+ Agreements DUE (By the last day of your Junior year)

Senior Year

August

- Sign-up for A+ tutoring/ mentoring if you have not completed this requirement

February

- Schedule a final review meeting with the A+ Coordinator to make sure you have met all A+ requirements

March

- Complete the FAFSA by March 31st (The Department of Higher Education's deadline is April 1)

May

The following forms are due in the A+ office the FIRST FRIDAY in May. All forms are available in the A+ office.

- Intent form to use A+ funds
- Attendance waivers
- Tutoring logs
- Finally, complete a transcript request to have your final transcripts sent to the college you are going to attend

Student Enrollment

- Students are encouraged to enroll in the A+ program prior to or early in their freshman year. **Enrollment must be completed no later than the last day of their Junior year.**
- If a student transfers from another school after the beginning of his/her sophomore year, the student may only participate in the A+ Schools program if the school from which he/she transferred is a designated A+ school.
- An A+ Agreement and Intent to Participate must be completed with all the appropriate signatures and filed with the A+ Coordinator by the deadline(s) set.
- Any student requesting A+ incentive after the beginning of his/her freshman year must meet all criteria dating back to the beginning of his/her freshman year.

Monitoring of A+ Status

At the end of every grading period, students will receive notification of their A+ status included on their grade report. This will include GPA and attendance updates.

Notification of A+ Status

The A+ coordinator will review all records of A+ students, and names of eligible students will be submitted to the principal and guidance office for official certification. Students and parents will be notified and the student's final transcript will reflect A+ status.

ATLANTA C-3 SCHOOL DISTRICT A+ SCHOOLS PROGRAM AGREEMENT

I wish to participate in the A+ Schools Program.

If state funds are available and our high school continues designation as an A+ School prior to my graduation, I may receive reimbursement for college expenses determined by the Missouri General Assembly while attending a Missouri public community college or public vocational/technical school on a full-time basis. This financial assistance is on the condition that I meet the requirements that include:

- enrollment in and attendance at a designated A+ school for at least three (3) consecutive years immediately prior to high school graduation
- written agreement with designated A+ High School
- graduation from a designated A+ school with at least a grade point average of two and five tenths (2.5) points on a four (4) point scale, or equivalent on alternate grading system
- at least a ninety-five (95) percent attendance record
- at least fifty (50) hours of unpaid tutoring or mentoring services for students
- a record of good citizenship and avoidance of the unlawful use of drugs/alcohol.
- have achieved a score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course exam in the field of mathematics.

| | | | |
|--------------------------|------|---------------------------|------|
| Student Signature | Date | Parent/Guardian Signature | Date |
| A+ Coordinator Signature | Date | Principal Signature | Date |

PLEASE PRINT THE FOLLOWING INFORMATION:

| | | |
|-----------------------------|-----------------------|-------------------|
| Last Name | First Name | Middle Name |
| Address | City | Zip Code |
| SS Number | Date of Birth | Age |
| Anticipated Graduation Date | Parent e-mail address | Home phone number |

**The financial incentives of the A+ Schools Program are dependent upon Atlanta C-3 School District's continued designation as an A+ School and state appropriations from the Missouri General Assembly. They are not the funding responsibility of the Atlanta C-3 School District.*

Tutoring/Mentoring

A+ students are required to perform at least 50 hours of school-based tutoring/mentoring. The tutoring/mentoring activities must:

- Involve younger students in the district
- Provide encouragement to younger students
- Be school-based and/or under the direction of a district staff member

Students must:

- Obtain a Tutoring Log Sheet from the A+ office. Log sheets must be turned in to the A+ office in a timely manner so that accurate A+ tutoring hours can be included on grade reports. It is the student's responsibility to make sure these are turned in to the A+ office in a timely manner.
- Tutoring/mentoring can be done before/after school, or during summer school.

NOTE: Failure to adhere to tutoring guidelines may result in disciplinary action and/or dismissal from the A+ Program.

Tutoring opportunities that will be available:

- After School Elementary Tutoring Program
- Summer School
- FTA
- Saturday Detention
- Tutoring underclassmen before and/or after school at the high school

Attendance Requirement

To be eligible for the A+ Schools Program Tuition Reimbursement Incentive, a student must have a 95% accumulated attendance record for four years beginning his/her freshman year. Students are expected to attend school regularly and to be on time for classes. A student who does not meet the 95% attendance requirement will NOT be eligible for the A+ Tuition Incentive. The following attendance guidelines will be followed:

- Students must attend Atlanta High School for three consecutive years prior to graduation. It is possible to maintain your A+ status if you transfer to Atlanta High School from another A+ designated school in Missouri OR if you transfer from Atlanta High School to another A+ designated school in Missouri (all attendance, GPA, and tutoring information transfers with you for A+ purposes).
- A cumulative attendance record will be kept from the beginning of the A+ student's freshman year until graduation.
- The official record of attendance is kept on the School Information System Lumen in the high school office and the A+ office.

Attendance Appeal/Waiver

The state attendance requirements are very specific. The State Board of Education says no exceptions to the 95% attendance. If a student is ill or injured, home schooling should begin immediately.

Following notification of excessive absences, students and/or parents who disagree with the recorded attendance, will have 15 calendar days to appeal the student's attendance record with the A+ Coordinator. If an appeal is not filed within 15 calendar days of notification, a waiver for days missed will not be considered. Anyone making an appeal should use the "A+ Attendance Appeal Form" available from the A+ office. (A sample is included in this handbook)

The A+ Coordinator will convene the Attendance and Citizenship Review Team within 10 days of receiving notice of an appeal. The Attendance and Citizenship Review Team consists of the Atlanta High School Principal, the A+ Coordinator and may include the Atlanta C-3 Schools Superintendent, a member of the Atlanta C-3 Faculty, and the high school counselor. The A+ Coordinator will act as facilitator and a non-voting member of the review team.

The A+ Coordinator will notify the student/parents by letter within five calendar days following a decision by the Attendance and Citizenship Review Team. If the student decides to appeal the decision of the Attendance and Citizenship Review Team to the Atlanta C-3 Board of Education, it will have to be done by the July Board of Education meeting. All decisions of the Board of Education are final and will be made by August 1st. If a student's A+ status is changed, they are to be re-instated in the program immediately. Appeals cannot be made after a student has graduated from high school.

Attendance Waiver Guidelines

Anyone submitting a request for an A+ waiver of days missed shall provide the A+ Coordinator with the following official documentation to accompany the Request for Attendance Waiver form (a copy is included with this handbook):

| <u>Reason for absence</u> | <u>Documentation Required</u> |
|-----------------------------|--|
| Hospitalization | Physician's letter |
| Chronic health problems | Physician's letter |
| Court Appearance | Court letter |
| Religious Holiday | Minister's letter |
| Personal/family calamity | Parent and Counselor's letter |
| Catastrophic illness/injury | Principal's/Physician letter |
| Funeral | Parent letter & Copy of death certificate, obituary or memorial pamphlet |

Reasons Not Allowable for Waiver

No student will receive a waiver if absences are due to any of the following:

- Truancy
- Skipping classes
- Taking school time for any personal activity not included in waiver guidelines
- Suspended from Class or School for **ANY** Reason
- Personal/family vacation
- Transportation problems

****Attendance requirements for A+ are not to be confused with general attendance requirements as stated in the Atlanta High School Student Handbook.***

Atlanta High School

A+ REQUEST FOR ATTENDANCE WAIVER

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

LAST NAME: _____ FIRST NAME: _____

DATE: _____

| <u>Reason for absence</u> | <u>Documentation Required</u> |
|-----------------------------|--|
| Hospitalization | Physician's letter |
| Chronic health problems | Physician's letter |
| Court Appearance | Court letter |
| Religious Holiday | Minister's letter |
| Personal/family calamity | Parent and Counselor's letter |
| Catastrophic illness/injury | Principal's/Physician letter |
| Funeral | Parent letter & Copy of death certificate, obituary or memorial pamphlet |

ATTACH:

- List of specific dates missed.
- Written description of specific reason for absences.
- Required supporting documentation.

Parent Signature

Date

Student Signature

Date

Citizenship Requirement

Participation in the A+ Schools Program is a unique privilege for Atlanta High School students. According to the A+ Schools administrative guide, students pursuing the A+ incentives must maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.

Certification of good citizenship will be based on the official discipline record maintained in the high school office. The principal assigns consequences for infractions of the discipline code and is responsible for certifying the accuracy of the student's discipline record.

The student must adhere to the Atlanta C-3 Student Handbook, which requires students to demonstrate respect for authority, faculty, school, property, and fellow students. Furthermore, the student must obey all local, state, and federal laws.

1. On the first disciplinary offense* during the contract period, the incident will be discussed during a conference between the A+ schools coordinator and the student involved. The parent/guardian will be notified in writing that a conference has taken place, and an incident report will be put into the student's A+ portfolio.
2. In the event of a second disciplinary offense* during the contract period, the incident will be discussed during a conference with the high school principal, the A+ schools coordinator, the high school counselor, and the student involved; the parent/guardian will also have the option of participating in the conference. An incident report will be put into the student's A+ portfolio.
3. In the event of a third disciplinary offense* during the contract period, the student and parent/guardian will be notified in writing within fifteen (15) days that the student's A+ Schools Contract has been terminated.

*Disciplinary offense refers to any incident which leads to disciplinary action including in-school and out of school suspension.

Citizenship Violations

- Pled guilty or nolo contendere (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.
- Unlawfully used or possessed drugs, drug paraphernalia or alcohol on or off school property during the three year period immediately prior to graduation.
- Had an out-of-school suspension during the three year period prior to graduation.
- Violated the district's rules governing academic dishonesty (plagiarism, cheating, etc.)

A+ Citizenship Appeal Process

Students and parents or guardians may appeal an A+ disciplinary decision using the following process.

Students and parents or guardians will have **15 calendar days** to appeal a decision that is made dealing with citizenship using the A+ Appeal of Citizenship Form available from the A+ Coordinator. The appeal must be made in writing through the A+ Coordinator. (A sample is included in the back of this handbook)

The A+ Coordinator will convene the Attendance and Citizenship Review Team **within 10 days** of receiving notice of an appeal. The Attendance and Citizenship Review Team consists of the Atlanta High School Principal, the A+ Coordinator and may include the Atlanta C-3 Schools Superintendent, a member of the Atlanta C-3 Faculty, and the high school counselor. The A+ Coordinator will act as facilitator and a non-voting member of the review team. The parent/guardian and student **must appear in person** before the Review Team.

The A+ Coordinator will notify the student/parents by letter within five calendar days following a decision by the Attendance and Citizenship Review Team. If the student decides to appeal the decision of the Attendance and Citizenship Review Team to the Atlanta C-3 Board of Education, it will have to be done by the July Board of Education meeting. All decisions of the Board of Education are final and will be made by August 1st. If a student's A+ status is changed, they are to be re-instated in the program immediately. Appeals cannot be made after a student has graduated from high school.

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A+ SCHOOLS CITIZENSHIP APPEALS REPORT FORM

CITIZENSHIP APPEAL

State Law requires student avoidance of unlawful use of alcohol, drugs or acts of violence. If a student chooses to appeal, it must be done within 15 calendar days following notification of dismissal by the A+ Coordinator.

Name: _____ Date: _____

Address: _____

Phone: _____ Graduation Year: _____

NATURE OF AND REASON FOR APPEAL

Please attach the following documentation supporting the appeal:

- A letter from the student requesting consideration of the appeal
- Any documentation which will help the A+ Review Committee understand the nature of the appeal.

A student's entire discipline record will be reviewed at the time of the citizenship appeal.

I acknowledge receipt of the Appeal Process Procedure.

Parent Signature

Student Signature

Date

Atlanta C-3 High School A+ Schools Program Student/Parent Manual

Submitted to the board on _____

Approved by the board on _____

Signed: _____
President of the Atlanta C-3 Board of Education