

Marshall High School



A+ Student Manual

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**Actual forms can be obtained
from the A+ Coordinator's
office in the high school.**

Welcome to the A+ Schools Program!

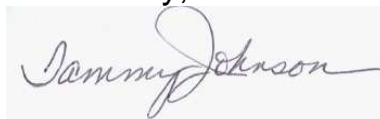
As a student at Marshall Senior High School, there are many opportunities you should consider as you begin to plan your future after you graduate. By choosing the A+ Schools Program, you are embarking on a journey as a lifelong learner.

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, Marshall 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 Marshall Public Schools 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.

Welcome and congratulations on being accepted into the A+ Program. I look forward to working with you as you achieve your educational career goals.

Sincerely,

A handwritten signature in cursive script that reads "Tammy Johnson". The signature is written in black ink on a light gray rectangular background.

Tammy Johnson
MHS A+ Coordinator

Marshall High School A+ Office Contact Information

Mrs. Tammy Johnson, A+ Coordinator
Office hours 12:30-3:15 daily
660-886-2244 ext. 267
Email tammyjohnson@marshallschools.com

OR

Mrs. Dianna Fitzgerald, A+/Guidance Secretary
Office hours 7:30-3:30 daily
660-886-2244 ext. 238
Email dfitzgerald@marshallschools.com



Student Eligibility

To be eligible for financial incentives of the A+ Schools Program a student must be certified as an A+ student by Marshall Public Schools. To do so, the student must meet the following criteria while in high school:

- Enter into a written agreement with their high school prior to graduation and have attended a designated A+ school for three consecutive years.
- Graduate from high school with a four-year cumulative grade point average of 2.5 or higher.
- Have at least a 95% cumulative attendance record.
- Perform 50 hours of documented, unpaid tutoring/mentoring over four years.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
- Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment (complete the FAFSA form).
- If male, register with the Selective Service: www.sss.gov/.

Student Incentive

As an A+ designated school, MHS graduates meeting the qualifications explained in this manual may be eligible to receive the following financial incentives:

<p>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.</p>

After meeting the criteria for eligibility at the local district, students must:

- Make a documented effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment. Students and parents will complete this requirement by filing an FAFSA (Free Application for Federal Student Aid) form available at www.fafsa.ed.gov
- Tuition incentives will only be rewarded to reimburse the unpaid balance of the cost of tuition, and general fees after available federal post-secondary student financial aid funds have been applied to these costs.
- Maintain a 2.5 GPA in the post-secondary setting to continue to receive A+ funding.
- Take advantage of the TWO YEARS (6 semesters) of financial incentives within FOUR years of graduation from Marshall High School.
- Financial need is NOT a factor in determining A+ eligibility
- Be aware that reimbursement is dependent on state funding by the Missouri General Assembly and NOT the responsibility of Marshall Public Schools.

Marshall High School A+ Timeline

Freshman & Sophomore Years

- Learn about the A+ program by reading the A+ pamphlet and manual
- Make sure you understand the A+ ATTENDANCE, GPA AND GOOD CITIZENSHIP requirements
- Sign an A+ Agreement form and return the MHS A+ office OR high school office.
- Possibly enroll as an A+ tutor for summer school
- Maintain good grades and good attendance

Junior Year

- Get started on the A+ tutoring requirement. REMEMBER, ALL tutoring must be done in one of the Marshall Public Schools district buildings under the supervision of a district employee. To receive credit for tutoring, all hours must be logged on the official A+ Tutoring log. Logs are available through the A+ Office and must be completed and turned in to Mrs. Johnson, A+ Coordinator, or Mrs. Fitzgerald, A+/Guidance Secretary. {Tutoring at sending schools (i.e. Miami, etc.) must be approved by the A+ Coordinator PRIOR to completing the tutoring hours}
- Be aware of your current A+ status (Attendance, GPA, and Citizenship)
- Listen for A+ announcements and information through the A+ Coordinator and the school announcements.

Senior Year

August

- Enroll in the after school tutoring program or cadet teaching if you have not already completed your tutoring requirement. (Tutoring/mentoring hours can be counted under the supervision of an assigned teacher for cadet teaching)

September

- Find a building supervisor (teacher) to tutor for before/after school or during extended lunch.
- Meet with the A+ coordinator to arrange tutoring if needed
- Begin tutoring and recording hours

November

- A+ Agreements DUE (The second Friday of November is the absolute last day for seniors to sign up to participate in the A+ program.)

February

- Schedule a final review meeting with the A+ Coordinator to make sure you have met all A+ requirements.
- Complete the FAFSA (The Department of Higher Education's deadline is April 1)
- If male, register with the Selective Service: www.sss.gov/

May

The following forms are due in the A+ office the FIRST FRIDAY in May. All forms are available through Mrs. Johnson or Mrs. Fitzgerald.

- 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

1. 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 second Friday in November of a student's senior year.**
2. 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.
3. 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.
4. Any student requesting A+ incentives 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.

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:

- Participate in training for tutors. Students will learn how to tutor, fulfill A+ tutoring requirements and fill out necessary forms.
- 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, during the school year or during summer school.
- 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 Program
- Summer School
- Cadet Teaching Program
- Tutoring underclassmen before and/or after school at the high school
- Freshman Mentoring Program (for qualified applicants)

STUDENTS CANNOT BE PAID FOR TUTORING/MENTORING ACTIVITIES.

A+ Student Mentoring/Tutoring Log

Name _____

Year of Graduation _____

Date	Description	Time Begin	Time End	Hours	Supervisor Initial

Total Hours _____

I verify the above information is accurate.

Supervisor Signature

Student Signature

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.** (95 % translates to 35 days absent over four years). 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:

1. Students must attend Marshall High School for three consecutive years prior to graduation. It is possible to maintain your A+ status if you transfer **to** MHS from another A+ designated school in Missouri OR if you transfer **from** MHS to another A+ designated school in Missouri (all attendance, GPA, and tutoring information transfers with you for A+ purposes).
2. A cumulative attendance record will be kept from the beginning of the A+ student's freshman year until graduation.
3. The official record of attendance is kept on the School Information System (SIS) in the high school attendance office and the A+ office.
4. Cumulative attendance information will be recorded on grade reports given to students at the end of each grading period.

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 Marshall High School Principal, the A+ Coordinator and may include the MHS Assistant Principal, Marshall Public Schools Superintendent, Saline County Career Center Director, a member of the Marshall Board of Education, and a 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 Marshall 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 manual):

Reason for Absence

Hospitalization
Chronic Health Problems
Personal/Family calamity (Fire, flood, etc.)
Catastrophic illness (long term)

Documentation

Letter signed by the doctor
Letter from doctor and school nurse
Principal's letter
Principal's/Doctor's letter (with recommendation for homebound instruction)

Reasons Not Allowable for Waiver

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

- Truancy/skipping classes/school
- Taking school time for any personal activity not included in waiver guidelines
- Out of School Suspension
- Personal/family vacation
- Transportation problems

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



Marshall High School
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: _____

Reason for absence

Hospitalization
Chronic health problems
Court Appearance
Funeral

Religious Holiday
Personal/family calamity
Catastrophic illness/injury

Documentation Required

Physician's letter
Physician's letter
Court letter
Parent letter and Copy of Death Certificate,
obituary or memorial pamphlet
Minister's letter
Parent and Counselor's letter
Principal's/Physician letter

ATTACH:

1. List of specific dates missed.
2. Written description of specific reason for absences.
3. Required supporting documentation.

Parent Signature

Student Signature

Date

Citizenship Requirement

Participation in the A+ Schools Program is a unique privilege for Marshall 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 assistant principal assigns consequences for infractions of the discipline code and is responsible for certifying the accuracy of the student's discipline record.

Citizenship Violations

According to Marshall Public Schools Board Policies, a student has not demonstrated good citizenship if he/she have:

1. 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.
2. Unlawfully used or possessed drugs, drug paraphernalia or alcohol on or off school property during the three year period immediately prior to graduation.
3. Had an out-of-school suspension during the three year period immediately prior to graduation.
4. 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 manual).

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 Marshall High School Principal, the A+ Coordinator and may include the MHS Assistant Principal, Marshall Public Schools Superintendent, Saline County Career Center Director, a member of the Marshall Board of Education, and a 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 Marshall 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.



Marshall High School

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

Career Technical Schools

SCHOOL NAME	SCHOOL PHONE
Arcadia Valley Career Tech Ctr	(573)546-9700
Boonslick Technical Educ. Center	(660)882-5306
Brookfield Area Career Center	(660)258-2682
Cape Girardeau Car & Tech Center	(573)334-0826
Car. & Tech. Center At Ft. Osage	(816)650-7180
Carrollton Area Career Center	(660)542-0000
Carthage Technical Center	(417)359-7026
Cass Career Center	(816)380-3253
Clinton Technical Sch.	(660)885-6101
Columbia Area Career Center	(573)214-3800
Current River Career Center	(573)996-2915
Dallas County Career Center	(417)752-3491
Davis H. Hart Career Center	(573)581-5684
Eldon Career Center	(573)392-8060
Excelsior Springs Career Center	(816)630-9240
Four Rivers Career Center	(636)231-2100
Franklin Technology Center	(417)625-5260
Gibson Technical Center	(417)272-3271
Grand River Technical Sch.	(660)646-3414
Hannibal Career & Tech. Center	(573)221-4430
Herndon Career Center	(816)268-7140
Hillyard Technical Center	(816)671-4170
Kennett Career & Tech. Center	(573)717-1123
Kirksville Area Tech. Center	(660)665-2865
Lake Career & Technical Center	(573)346-9260
Lamar Area Voc.-Tech. Sch.	(417)682-3384
Lebanon Tech. & Career Center	(417)532-5494
Lewis & Clark Career Center	(636)443-4950
Lex La-Ray Technical Center	(660)259-2264
Macon Area Voc. Sch.	(660)385-2158
Moberly Area Technical Center	(660)269-2690
Nevada Regional Tech.-Ctr.	(417)448-2090
New Madrid R-I Tech Skills Ctr	(573)688-2161
Nichols Career Center	(573)659-3100
North Central Career Center	(660)425-2196
North Technical	(314)989-7600
Northland Career Center	(816)858-5505
Northwest Technical Sch.	(660)562-3022
Ozark Mountain Technical Center	(417)926-3177
Pemiscot Co Career & Tech Ctr	(573)359-2601
Perryville Area Car & Tech Ctr	(573)547-7500
Pike/Lincoln Technical Center	(573)485-2900
Poplar Bluff Tech. Career Center	(573)785-2248
Rolla Technical Inst.	(573)458-0150
Saline Co. Career Center	(660)886-6958

Sikeston Career & Tech. Center	(573)471-5442
South Central Career Center	(417)256-6150
South Technical	(314)989-7400
Southwest Area Career Center	(417)235-7022
Unitec Career Center	(573)358-2271
Warrensburg Area Career Center	(660)747-2283
Waynesville Technical Academy	(573)774-6106