

PURPOSE OF THE A+ PROGRAM

In an effort to enhance educational opportunities for high school students, the Missouri state legislature established the Outstanding Schools Act in 1993 which included the provisions of the A+ Schools Program. Herculaneum High School graduates, who meet specific A+ criteria will be eligible to receive the financial incentives for tuition and fees to attend any public community college, vocational or technical school in the state of Missouri.

The purpose of this manual is to provide students, parents, faculty, and administration with the guidelines and policies of the A+ Schools Program. Accurate certification of student eligibility is crucial to the integrity of the program. **It is the responsibility of the students and parents/guardians to read this manual carefully and try to understand all the guidelines and regulations before signing the Student Participation Agreement.**

Herculaneum High School encourages all students to take advantage of the improved career resources and activities that are provided to them through the A+ Schools Program. It is intended that all students will benefit by developing a clearer focus for their high school and postsecondary plans. For those students who wish to take advantage of the A+ Student Financial Incentive Program after high school graduation, it is hoped that this handbook provides an understanding of all the requirements of this opportunity. If there are any questions about the A+ Schools Program or the information contained in this handbook, please call the A+ Coordinator, at 636-479-5200.

GOALS OF THE A+ PROGRAM

The A+ Schools Program is dedicated to the following goals:

- All students will graduate from high school;
- All students will complete high school studies that are challenging and have identified learning expectations; and
- All students will proceed from high school graduation to college, postsecondary vocational/technical school, or a high wage job with opportunities for workplace skill development opportunities.

PROGRAM DESIGNATION

Herculaneum High School was designated as an A+ High School on April 16, 2003. The Dunklin R-V School District does not accept financial responsibility for the student financial incentive program if A+ Designation is not maintained or if there are changes in the funding by the Missouri General Assembly.

FINANCIAL BENEFITS TO STUDENTS

Graduates of Herculaneum High School who have met the A+ Schools criteria, will be eligible for the following:

- **Financial assistance with tuition and general fees while attending any public community college or public vocational/technical school of their choice in the state of Missouri.** These incentives will be available only after the student has made a good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment.

Students will receive this incentive for two years. A student must be considered a full-time student by the institution and maintain a 2.50 GPA or higher. Students must complete the two years of full-time enrollment at a public community college or a public vocational/technical school within four years after graduation from Herculaneum High School.

The financial incentives are the responsibility of the Missouri General Assembly and the Department of Elementary and Secondary Education and not the responsibility of the Dunklin R-V School District.

STUDENT ELIGIBILITY

To be eligible for the financial incentives, a student must be certified as an A+ Student of Herculaneum High School. To be certified as an A+ Student, a student must complete the following criteria before graduation.

- Sign an **A+ Participation Agreement**.
- **Enroll** in and attend an A+ Designated School for three (3) years prior to graduation.
- Maintain at least a **2.50 unweighted grade point average** on a 4.0 scale.
- Maintain a cumulative **95% attendance record** for four years.
- Perform 50 hours of unpaid **tutoring/mentoring**.
- Maintain a record of **good citizenship** and avoidance of the unlawful use of drugs/alcohol.
- Students that meet selective services requirements must register with selective service.
- Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment (FAFSA form).

MONITORING OF A+ STATUS

At the end of each semester, students/parents who are participating in the A+ Program will receive a letter reporting their progress on each requirement. The A+ Coordinator will review requirements with students participating in the A+ Program. Any questions or concerns about the information reported should be directed to the A+ Coordinator.

NOTIFICATION OF ELIGIBILITY FOR A+ FINANCIAL INCENTIVES

All records of A+ Students will be reviewed by the A+ Coordinator and names of students eligible for the financial incentive will be submitted to the Principal for official certification upon graduation. They then will be submitted to the Missouri Department of Secondary and Elementary Education.

ENROLLMENT REQUIREMENTS

In order for a student to meet the requirement of enrolling in and attending Herculeaneum High School for three consecutive years, the following criteria must be met:

- Students “new to the district” must be enrolled at Herculeaneum High School on or before the 10th day of the fall semester of their sophomore year.
- If a student withdraws or transfers in from another school after the beginning of his/her sophomore year, the student will not be considered eligible for the A+ School Program at Herculeaneum High School, **unless** the previous school is an A+ designated school.
- The same holds true for a student who transfers out of the Dunklin R-V School District.
- If a student requests participation in the program, after the beginning of the freshman year, the student has to have met all criteria dating back to the beginning of the freshman year before enrollment will be completed.
- Seniors must be enrolled before the beginning of the second semester of their senior year.

ATTENDANCE REQUIREMENTS

The following guidelines and requirements will be in effect when certifying that the A+ Student has met the required 95% attendance rate for four years:

- The cumulative attendance information given to the A+ School Coordinator will come from the official attendance record kept by the Dunklin R-V School District.
- The cumulative attendance record will be kept for a four-year period from the beginning of the A+ Student's Freshman year until graduation.
- Only actual in-school days or approved homebound instruction due to extended illness will count as school attendance.
- Rounding up of attendance percentage is not permitted.
- Each semester a letter showing the cumulative attendance information will be sent to the parents of A+ Students.
- Students with specific health histories must make sure that the medical documentation of chronic or long term health related problems are on file with the school nurse if they are to be considered in a possible review situation.
- Parents submitting a request for an A+ waiver of days missed shall provide the A+ Coordinator with official documentation stating the reasons the student was absent from school. Documentation may include letters from attending physician, school nurse, principal or court official.
- If an attendance appeal is made the A+ Coordinator will then meet with the A+ Attendance Committee to review the request and decide if a waiver of absence for A+ School certification will be granted. The Attendance Committee is composed of the high school principal, assistant principal, counselor, and the A+ Coordinator.
- After the committee reaches a decision, the A+ Coordinator will notify by letter the results of the decision.
- Students may appeal the A+ Attendance Committee's decision by submitting written notice to the A+ Coordinator within 10 school/business days of notification that the student is ineligible for A+ funds. Appeals will go before the superintendent and then students/parents may appeal to the Dunklin R-V Board of Education.

GRADE POINT REQUIREMENTS

The A+ Student must graduate with an **unweighted** cumulative grade point average of 2.50 or above on a scale of 4.00. Additional statements to clarify A+ School policy on grade point are listed below.

- The grade point average (GPA) is non-weighted, cumulative for all four years of high school: freshman, sophomore, junior, and senior.
- All courses taken by the student during their four years of high school will be used to figure the GPA. If any course is taken on a pass/fail basis, students must receive a pass grade; otherwise, a failing grade is calculated in the GPA.
- Grade point average is figured only at the end of each semester and is cumulative for all four years.
- Averaging or rounding up to the next highest grade point will not be allowed.
- Each semester a letter showing the unweighted cumulative grade point information will be sent to the parents of A+ Students.
- The student's official transcript will serve as evidence of the grade point average for admission into a Missouri public community college or vocational/technical school.

TUTORING/MENTORING REQUIREMENTS

The law requires A+ students to perform fifty (50) hours of unpaid tutoring/mentoring with students. These hours must be documented before an A+ student graduates from Herculaneum High School.

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

- Signed an A+ Contract
- Earned at least 10 credits toward graduation
- Have a record of good school citizenship
- Attend tutoring/mentoring training sessions

The following procedures will be used by the A+ Coordinator in determining this requirement:

1. All tutoring/mentoring activities will be designed to involve the A+ Student with students in the Dunklin R-V School District.
2. Tutoring/mentoring activities will provide encouragement to students to get excited about school, stay in school, and strive for good grades.
3. Tutoring/mentoring activities will be school based, academic in nature, and under the auspices of the Dunklin R-V School District.
4. All tutoring/mentoring must be supervised and verified by a teacher, principal, counselor, or the A+ Coordinator.
5. The A+ Student is responsible for maintaining an official tutoring log sheet. Times should be exact. Only activities verified with a time sheet will be counted toward the 50-hour requirement.
6. The A+ Student or the school may terminate the tutoring/mentoring experience with the permission of the A+ Coordinator or counselor.
7. All tutoring/mentoring experiences must be completed during the junior or senior year.
8. A non-graded course is available to A+ students to fulfill the tutoring requirement.
 - ❖ The A+ Coordinator will assign each student to a tutoring/mentoring site, and students will sign a contractual agreement specifying rules and regulations for tutoring/mentoring.
 - ❖ Training and orientation will be conducted at the beginning of each semester with follow-up during the semester.
 - ❖ The A+ Student is expected to be present on the assigned days and time for the tutoring/mentoring. If an absence must occur, A+ students are expected to notify the adult in charge of their tutoring/mentoring experiences, but 50 hours must be logged.
 - ❖ The Tutoring/Mentoring Log Sheet must be completed and submitted to the A+ Coordinator at the end of each quarter.

9. All tutoring/mentoring is to be unpaid.

Failure to follow A+ tutoring/mentoring guidelines can result in removal from the A+ Schools Program.

The following is a list of possible opportunities that will count toward the 50 hours of unpaid tutoring/mentoring requirement of the A+ Schools Program.

- Pevely Primary
- Senn-Thomas Middle School
- Herculaneum High School
- Before and after school (must be supervised)
- Summer school

CITIZENSHIP REQUIREMENTS

Students who sign a contract for A+ tuition reimbursement status are to maintain good citizenship during the contract period. Special cases outside the contract time involving serious violations will be subject to review.

Students who violate the district's Drug/Alcohol/Substance Abuse Policy during the contract time will automatically forfeit A+ Tuition Reimbursement status.

Students convicted of a felony or criminal activity as defined by the Safe Schools Act will be dismissed by the A+ Citizenship Committee and will not be eligible for the A+ financial incentives.

The A+ Citizenship Committee, composed of the high school principal, assistant principal, counselor, and A+ Coordinator, will review violations of the District's Discipline Policy each semester using the following guidelines.

- Any violation committed by a student under contract which involves an out-of-school suspension will be reviewed.
- Any violation committed by a student under contract which involves poor behavior, disrespect, profanity, dishonesty, etc. will be reviewed.
- Any student under contract who receives four discipline referrals a semester will be reviewed.

The A+ Citizenship Committee will review each case and respond in one of the following ways.

1. **Good Citizenship**-no action taken.
2. **A Warning Statement** will be issued to the student's parent(s)/guardian.
3. Student is placed on **Probation** for the next semester and automatic review at the end of that semester. Parent(s)/guardian is notified by letter.
4. Notify the student's parent(s)/guardian that the student has been **Removed** from the A+ Tuition Reimbursement Program.

Appeals must be submitted in writing to the A+ Coordinator within ten (10) school/business days of notification that the student is ineligible for A+ funds. Appeals may be made first to the superintendent of schools and then to the Dunklin R-V Board of Education.

GOOD FAITH EFFORT TO SECURE FUNDING

Parents and students must make a good faith effort to secure all available post-secondary student financial assistance funds that do not require repayment. The procedures for this requirement are:

- Parents and students must complete and send in the Free Application for Federal Student Aid (FAFSA) form.
- The FAFSA application form is available on the Internet at www.fafsa.ed.gov or in the Herculaneum High School Guidance Office as of the end of the first semester prior to graduation.
- Parents are encouraged to apply as early as possible, not before the first of January or after April 1st of the year of the student's graduation.
- After parents receive their Student Aid Report (SAR) in the mail, verifying the financial aid information on the original FAFSA, the student will show the A+ office this copy to certify that the student has attempted to secure the federal financial assistance.
- Students attending summer school after graduation must have parents complete the prior year FAFSA.

REQUIREMENTS FOR MAINTAINING ELIGIBILITY AFTER HIGH SCHOOL GRADUATION

It is the responsibility of Missouri public community colleges and vocational or technical schools to verify that students participating in the A+ Schools Program of Financial Incentives maintain eligibility after high school graduation.

Initial Eligibility

An A+ certified student must:

- Be enrolled full-time at an A+ eligible postsecondary institution. The period of eligibility is for two years during the four-year period immediately following graduation from a designated high school.

Continuation of Eligibility

An A+ student in post-secondary instruction must:

- Be enrolled as a full-time student.
- Maintain a grade point average (GPA) of 2.50 or higher on a 4.00 scale.
- Continue to make a good faith effort to secure federal postsecondary student financial assistance funds.

WHERE DO YOU WANT TO GO?

The following is a list of potential schools that an A+ Student may choose to attend following graduation.

<http://dese.mo.gov/divimprove/aplus/postsecondary/collegecoord.htm>

ELIGIBLE PUBLIC COMMUNITY COLLEGES

Missouri State University
State Fair Community College
East Central College
Jefferson College
St. Charles Community College
St. Louis Community College
St. Louis Community College – Forest Park
St. Louis Community College – Meramec
St. Louis Community College – Florissant Valley
St. Louis Community College – Wildwood
Metropolitan Community College - Maple Woods
Metropolitan Community College – Penn Valley
Metropolitan Community College – Longview
Metropolitan Community College – Blue River
Metropolitan Community College – Business & Technology
Moberly Area Community College
Mineral Area College
Crowder College
North Central Missouri College
Three Rivers Community College
Linn State Technical College
Ozarks Technical Community College

West Plains, MO
Sedalia, MO
Union, MO
Hillsboro, MO
St. Peters, MO
St. Louis, MO
St. Louis, MO
St. Louis, MO
St. Louis, MO
St. Louis, MO
Wildwood, MO
Kansas City, MO
Kansas City, MO
Lee's Summit, MO
Independence, MO
Kansas City, MO
Moberly, MO
Park Hills, MO
Neosho, MO
Trenton, MO
Poplar Bluff, MO
Linn, MO
Springfield, MO

PRIVATE TECHNICAL SCHOOLS

Ranken Technical College

St. Louis, MO 63113

CAREER TECHNICAL SCHOOLS

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

A+ TIMELINE

Freshman Year

- Sign *A+ Schools Participation Agreement*
- Review *A+ Schools Citizenship Guidelines*
- Maintain GPA, attendance, and citizenship requirements

Sophomore Year

- Maintain GPA, attendance, and citizenship requirements

Junior Year

- Maintain GPA, attendance, and citizenship requirements

Senior Year

- 1st Semester
 - Complete tutoring hours
 - See A+ Coordinator if you intend to graduate at semester and directly into the semester immediately upon graduation or if you plan to attend the summer session immediately following May graduation.
 - Maintain GPA, attendance, and citizenship requirements. (Bring in your Social Security Card to verify the accuracy of your school record)
- 2nd Semester
 - Complete the *Citizenship Eligibility Report*
 - Submit the Free Application for Federal Student Aid (FAFSA)
 - Document FAFSA submission with postcard verification or a copy of the Student Aid Report (SAR)
 - Maintain GPA, attendance, and citizenship requirements
 - Complete the Intent to Use A+ Incentives from prior to May 20th
 - Upon their eighteenth (18th) birthday, males must register for the Selective Service



Herculaneum High School

A+ Accredited School

John Hixson, Principal
Rob Bradshaw, Assistant Principal
David Cook, A+ Coordinator

#1 Blackcat Drive

• Herculaneum, MO 63048 •

636-479-5200

A+ Participation Agreement

I, _____, have been fully informed and understand that in order to be eligible for the financial incentives offered by the State of Missouri's A+ Schools Program, I must meet the following requirements:

- Attend the designated A+ School for three (3) consecutive years prior to graduation.
- Graduate from high school with a non-weighted grade point average of 2.50 or higher on a 4.00 scale.
- Have at least a 95% attendance record for the four years of high school.
- Perform fifty (50) hours of unpaid tutoring or mentoring.
- Maintain a record of good citizenship and avoid the unlawful use of drugs/alcohol.
- Make a good faith effort to first secure all available postsecondary financial assistance funds that do not require repayment. *
- Males 18 years of age must sign-up with the Selective Service.

Be it understood that in exchange for meeting or exceeding the stated criteria that the above named student may be eligible for reimbursement as established in the Outstanding Schools Act of 1993. ** Said reimbursements are the responsibility of the Missouri General Assembly and the Department of Elementary and Secondary Education and not the Dunklin R-5 School District.*** Reimbursements are described as:

The cost of tuition and general fees subject to legislative appropriation to any public community college, vocational, or technical school in the State of Missouri for eligible students that have made a good faith effort to secure all available sources that can be applied. The period of eligibility shall be for a period of two years during the four-year period immediately following graduation. To maintain eligibility (after graduation), each participating student, during the four-year period of incentive availability, must:

- 1) have enrolled and attended on a full-time basis a Missouri public community college or vocational/technical school; and
- 2) maintain a grade point average of 2.50 points or higher on a 4.00 scale.
 - ☐ I **WILL** be participating in the A+ Schools Financial Incentive Program.
 - ☐ I **WILL NOT** be participating in the A+ Schools Financial Incentive Program.

Signature of Student _____

Date _____

Signature of Parent/Guardian _____

Date _____

A+ Coordinator: _____

HS Principal: _____

* The tuition incentive may be made available only after the student has made a documented good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment. The tuition incentive may only be made available to reimburse the unpaid balance of the cost of tuition, general fees subject to legislative appropriation.

** Eligibility requirements and reimbursement amounts may be subject to change by the State of Missouri.

*** The student financial incentive program is dependent upon Herculaneum High School maintaining designation as an A+

School and state appropriations from the Missouri General Assembly.