

A+ SCHOOLS

STUDENT HANDBOOK



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Dear A+ Parents and Students,

The purpose of this manual is to provide students, parents, faculty and staff with a clear understanding of the guidelines and policies of the A+ Schools Program as established by the Outstanding Schools Act of 1993.

The first step of participation in the A+ Schools Program is the signing of the A+ Schools Agreement by the student and the parent/guardian. After the signatures are obtained, the student is considered to be an A+ Student in the Parkway School District. Upon graduation, it is then the responsibility of the student to continue to meet the requirements to be a certified A+ Student.

The Parkway School District has a responsibility to achieve and maintain the status of an A+ District. The A+ Coordinator must certify to the State of Missouri the students who have achieved this status and are eligible for the financial incentives of the program. Some students will not be able to meet the requirements set forth in the A+ Schools Program.

Any questions about this handbook or the A+ Schools Program should be directed to the A+ Schools Coordinator in the appropriate high school, or to our District A+ Coordinator.



GOALS OF THE A+ SCHOOLS PROGRAM

The primary goal of the A+ Schools Program is to ensure that all students who graduate from Missouri high schools are well prepared to pursue advanced education and employment.

FINANCIAL INCENTIVES

Students who meet all requirements qualify for tuition reimbursement at a Missouri public community college or post-secondary vocational/technical school. The coursework must be completed within four years of graduation from high school. The A+ Schools Program is a state funded program and will be available as long as state funds are allocated for the program. The tuition reimbursement is not the responsibility of the Parkway School District.

Participating high schools are encouraged to:

- Reduce the dropout rate.
- Raise academic expectations by eliminating general-track courses.
- Provide career pathways for all students.
- Work closely with business and higher-education leaders to better prepare students for their lives after graduation.

Goals of the A+ Program:

- All students graduate high school.
- All students complete high school studies that are challenging and that have identified learner expectations.
- All students proceed from high school to college, post-secondary vocational/technical school, or a high wage job.

STUDENT ELIGIBILITY

- Enter into a written agreement with the high school prior to graduation.
- Attend a designated school for three consecutive years immediately prior to graduation.
- Graduate with an overall grade point average (GPA) of 2.5 or higher on a 4.0 scale (unweighted).
- Have an overall attendance rate of at least 95 percent for grades 9–12.
- Perform 50 hours of district-supervised, unpaid tutoring/mentoring, community service or job shadowing.
- Maintain a record of good citizenship and avoid the use/possession of drugs and alcohol.
- Make a good faith effort to first secure all available federal financial aid through the Free Application for Federal Student Aid (FAFSA) that does not require repayment.
- Register with the Selective Service if required to do so.
- Achieve a score of Proficient or Advanced on the Algebra 1 end-of-course exam or a higher level state (DESE) approved end-of-course exam in the field of mathematics. If you meet all of the eligibility requirements except the end-of-course exam requirement, you may establish eligibility by achieving a qualifying score on the COMPASS exam or the mathematics portion of the ACT exam: ACT math sub score of 17, score of 43 on the COMPASS Pre-Algebra test; or score of 1 on the COMPASS Algebra test.

STUDENT ELIGIBILITY

To receive financial benefits, participants will:

- Be certified by the A+ Coordinator as eligible for A+ incentives.
- Complete and submit the FAFSA for each year the student is enrolled in school.
- Have name and social security number submitted to the State Department of Elementary and Secondary Education.
- Inform the post-secondary institution to which students have applied of their intent to use the financial benefits. The institution will prepare the necessary paperwork and bill the State of Missouri.
- Enroll and attend a Missouri public community college or vocational/technical school on a full-time basis.
- Maintain a grade point average of 2.5 or higher on a 4.0 scale, be a degree seeking student, and be a full-time student while attending any postsecondary institution.

ENROLLMENT REQUIREMENTS

Enrollment guidelines for A+ Schools Program:

- Must graduate from an A+ high school.
- Must have attended an A+ designated high school for three consecutive years immediately prior to graduation. Students must be enrolled in an A+ high school by September 30 of their sophomore year.
- *If a student transfers into a Parkway high school (Central, North, South, West) after September 30 of their sophomore year, the student will not be eligible for A+ schools benefits unless the previous school was an A+ designated school.*

**STUDENTS
MUST ATTEND
AN A+
DESIGNATED
HIGH SCHOOL
FOR THREE
CONSECUTIVE
YEARS
IMMEDIATELY
PRIOR TO
GRADUATION.**



GRADE POINT REQUIREMENTS

Eligibility requirements for grade point average:

- Graduate with a cumulative grade point average of a 2.5 on a 4.0 scale (unweighted).
- Averaging or rounding up to the next highest grade point is not allowed.
- The cumulative grade point average is based on all four years of high school attendance (including summer school).
- The student's official transcript will serve as evidence of grade point average for admission into a public community college or public vocational or technical school.

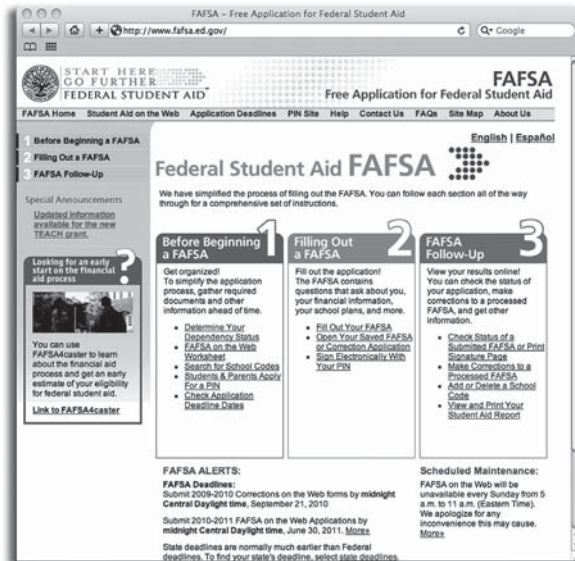
**ROUNDING
UP TO THE
NEXT HIGHEST
GRADE
POINT IS NOT
ALLOWED.**

GOOD FAITH EFFORT TO SECURE FUNDING

To meet the eligibility requirement for good faith effort to secure funding the parent must do the following:

- Complete and send the FAFSA to the community college or public vocational/technical school that the student is planning to attend.
- The FAFSA is available in the guidance office at Parkway high schools or electronically on the Internet at: **www.fafsa.ed.gov**.
- Parents are encouraged to apply as early as possible, but not before January 1 of the student's graduation year.
- Parents are required to apply yearly for federal financial assistance while accessing A+ funds.

FAFSA



ATTENDANCE REQUIREMENT

A+ students are required to have a 95 percent attendance rate at the time of graduation. Any student who does not meet the 95 percent attendance requirement will not be eligible for the A+ financial benefits. The following guidelines for attendance are in effect for all students participating in the A+ Schools Program:

- Accumulative attendance record will be kept from the beginning of the freshman year until graduation.
- Accumulative attendance information will be gathered from the official computerized information system used by the district.
- Rounding up of percentages is not allowed.
- Every semester A+ students and their parents or guardians will be provided student status information.

WHEN FILING AN APPEAL, THE STUDENT MUST DO SO USING THE A+ ATTENDANCE APPEAL FORM.

ATTENDANCE APPEALS

- If a student needs to appeal an absence, the appeal must be completed and submitted to the A+ coordinator. All appeals will be heard by the end of the semester.
- No appeals are allowed after a student has graduated.

ATTENDANCE WAIVER GUIDELINES

During a student’s high school career, extenuating circumstances may cause a student to miss long periods of school. In such cases, any medical documentation provided to the A+ Coordinator will be considered when reviewing extenuating circumstances.

DOCTOR APPOINTMENTS AND ROUTINE ILLNESSES ARE NOT CONSIDERED EXTENUATING CIRCUMSTANCES.

ATTENDANCE REVIEW PROCESS

When all of the information is received, an A+ Attendance Appeals committee will meet to determine if a waiver of absences will be granted.

After the committee reaches a decision, the A+ Coordinator will notify the student and parents by letter.

OBTAINING 50 HOURS

One of the requirements to access A+ incentive funds is to perform fifty (50) hours of tutoring and/or mentoring, community service or job shadowing. The following guidelines must be met:

	Maximum Hours Allowed	Definition	Process for Obtaining Hours
Tutoring	50	<ul style="list-style-type: none"> • Unpaid and supervised by a Parkway School District employee. • Occurs within the Parkway School District. • Academic in nature. • Takes place during the school year or during the summer. • 2.0 cumulative high school GPA required before beginning tutoring. 	<ul style="list-style-type: none"> ▪ Completed A+ Student Participation Agreement and Citizenship Agreement on file in the A+ Office. ▪ Completed A+ required training in person or online. All appropriate documentation must be submitted to the A+ Coordinator. ▪ See A+ Coordinator or A+ website for current approved tutoring opportunities. ▪ Follow all stated A+ tutoring procedures outlined in the handbook. ▪ Record hours and submit verified log sheet to A+ coordinator.

OBTAINING 50 HOURS

	Maximum Hours Allowed	Definition	Process for Obtaining Hours
Community Service	25	<ul style="list-style-type: none"> • Unpaid and occurs at a non-profit organization. • Takes place during the school year or during the summer. • All arrangements made by student. 	<ul style="list-style-type: none"> ▪ Completed A+ Student Participation Agreement and Citizenship Agreement on file in the A+ Office. ▪ Completed A+ required training in person or online. All appropriate documentation must be submitted to the A+ Coordinator. ▪ See A+ Coordinator for help locating a service placement if needed. ▪ Contact non-profit organization of to arrange the service experience.. ▪ Record hours and submit verified log sheet to A+ coordinator.



OBTAINING 50 HOURS

	Maximum Hours Allowed	Definition	Process for Obtaining Hours
<p>Job Shadowing</p> <ul style="list-style-type: none"> • Purpose is to explore a career within a student's career pathway of interest. 	12.5*	<ul style="list-style-type: none"> • Must be unpaid. • Can occur in any occupational setting during the school year or during the summer. • Hours verified by a non-family member. • Arranged by student. 	<ul style="list-style-type: none"> ▪ Completed A+ Student Participation Agreement and Citizenship Agreement on file in the A+ Office. ▪ Completed A+ required training in person or online. All appropriate documentation must be submitted to the A+ Coordinator. ▪ Obtain Job Shadow form from A+ Coordinator, complete top section and contact desired employer to complete the form. ▪ Turn in completed Job Shadow form to A+ Coordinator prior to the experience. ▪ Record hours and submit verified log sheet to A+ coordinator.
<p>* (Counts toward Community Service Hours)</p>			



FOR ALL EXPERIENCES, PLEASE REMEMBER:

- All locations must be approved by the school's A+ Coordinator.
- All hours must be turned in prior to May 1 of graduation year.
- An official time sheet must be kept by the student and turned in to the A+ Coordinator who will record the hours.
- The A+ Coordinator or the sponsoring organization may terminate the experience at any time.
- The A+ student is responsible for being present at the agreed upon day and time for the experience. If absent, A+ student must notify the adult in charge.
- No hours may be earned prior to the first day of the student's freshman year.
- Students must attend a tutor/community service/job shadow training session prior to the beginning of the experience.



**ALL LOCATIONS
MUST BE
APPROVED
BY THE
SCHOOL'S A+
COORDINATOR.**

CITIZENSHIP GUIDELINES

Students participating in the A+ Schools Program must maintain a record of “good citizenship” to qualify for postsecondary financial assistance. Good citizenship is demonstrated by respect for school, community and self. Any student who participates in the A+ Schools Program must be a creditable citizen and be judged so by the proper school authority certifying the list of students for participation. The student’s conduct shall be satisfactory in accord with the standards of good discipline.

Specifically,

- The student must have no incident of drug or alcohol use and/or abuse. A violation will result in automatic removal of the student from the Parkway A+ Program.
- The student must adhere to a code of behavior that will demonstrate respect for authority, faculty, school property and their fellow students. The school’s printed discipline policy will serve as the definition of appropriate behavior. Specific information can be found in the school handbook and district policy manual.
- Students who receive punishment for a violation of the Safe Schools Act will be removed from the A+ Program (including but not limited to assault, weapons and drug distribution).
- Students who are convicted of a felony will not qualify.
- Students will lose their eligibility to participate in the A+ Program if they accumulate 10 days or more combined in-school or out-of-school suspensions during their high school careers for offenses other than alcohol/drugs or violations of the Safe Schools Act.
- Students who accumulate five days or more combined in-school or out-of-school suspensions during their high school careers for offenses other than alcohol/drugs or violations of the Safe Schools Act will be placed on probation.

CITIZENSHIP APPEALS PROCESS

If the student is removed from the A+ Program, the student has the right to appeal. Citizenship appeals may be directed to the A+ Schools Appeals Committee when students believe that they have been declared ineligible unfairly.

When filing an appeal, the student must use the A+ Citizenship Appeal Form available by contacting the school's A+ Coordinator.

An A+ Schools Appeals Committee shall hear the appeal (all appeals will be heard by the end of the semester) and return its decision to the student in writing. The A+ Schools Appeals Committee will consist of the following individuals:

- school assistant principal
- school counselor
- member of the steering committee
- school's A+ coordinator (who will be a non-voting member in the appeals process).

AVOIDANCE OF SUBSTANCE ABUSE

The Parkway School District is committed to creating a safe and drug-free environment for all of our students. The mission of the Parkway Safe and Drug-Free Program is to develop and foster resilient and conscientious students who actively participate in cultivating and empowering future generations of students who are committed to leading the way towards a drug-free lifestyle.

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A student shall not possess, use, transfer, distribute or be under the influence of any alcoholic beverage, controlled substance or imitation controlled substance.

The possession, distribution and sale of drug paraphernalia are expressly prohibited. Any attempt to possess, use, transfer, distribute, buy or sell alcohol or a controlled substance or imitation controlled substance, whether completed or not, will be considered a violation of this standard.

Possession, use or distribution of any tobacco products are expressly prohibited.



FORMS

The following forms may be picked up in the office of the A+ Schools Coordinator at the high school. Most forms may also be accessed online at: **www.parkwayschools.net/aplus**.

- Parkway A+ Schools Participation Agreement Form
- Parkway A+ Schools Citizenship Agreement
- Parkway A+ Schools Tutoring Agreement
- Parkway A+ Schools Tutoring Log
- Parkway A+ Schools Tutor Evaluation
- Parkway A+ Schools Attendance Appeal Form
- Parkway A+ Schools Citizenship Appeal Form

APPROVED VOCATIONAL TECHNICAL SCHOOLS

Arcadia Valley AVTS.....Ironton, MO	Gibson Technical Center.....Reeds Springs, MO
Boonslick AVTS.....Boonville, MO	Graff Career Center.....Springfield, MO
Brookfield Area Career Center..... Brookfield, MO	Grand River Technical Center.....Chillicothe, MO
Cape Girardeau AVTS.....Cape Girardeau, MO	Hannibal AVTS.....Hannibal, MO
Career and Technology Center at Fort Osage.....Independence, MO	Herndon Career Center.....Raytown, MO
Carrollton AVTS.....Carrollton, MO	Jefferson AVS.....Hillsboro, MO
Carthage Technical Center.....Carthage, MO	Kennett AVTS.....Kennett, MO
Cass Career Center.....Harrisonville, MO	Kirkville Area Technical Center.....Kirkville, MO
Clinton AVTS.....Clinton, MO	Lake AVTS.....Camdenton, MO
Columbia Career Center.....Columbia, MO	Lamar AVTS.....Lamar, MO
Crowder AVTS.....Neosho, MO	Lebanon Technology and Career Center.....Lebanon, MO
Current River AVTS.....Doniphan, MO	Lewis & Clark Career Center....St. Charles, MO
Dallas County AVTS.....Louisburg, MO	La-Ray ATC.....Lexington, MO
Excelsior Springs Area Career Center.....Excelsior Springs, MO	Linn State Technical College.....Linn, MO
Four Rivers AVTS.....Washington, MO	Macon AVTS.....Macon, MO
Franklin Technology Center.....Joplin, MO	Mexico AVTS.....Mexico, MO



Moberly AVTS.....Moberly, MO
 N. S. Hillyard Technical School .St. Joseph, MO
 Nevada Regional
 Technical CenterNevada, MO
 New Madrid Vo-Tech Center New Madrid, MO
 Nichols Career CenterJefferson City, MO
 North Central AVTS.....Bethany, MO
 Northland Career Center.....Platte City, MO
 Northwest Technical School.....Maryville, MO
 Ozark Mountain
 Technical Center Mountain Grove, MO
 Pemiscot County
 Vocational TechnicalSchool Hayti, MO
 Perryville Area Career
 & Technology Center.....Perryville, MO
 Pike Lincoln Technical Center.....Eolia, MO
 Poplar Bluff Technical
 Career Center..... Poplar Bluff, MO
 Rolla Technical InstituteRolla, MO
 Saline County Career CenterMarshall, MO

Sikeston Career
 & Technology Center..... Sikeston, MO
 South Central AVTS..... West Plains, MO
 Southwest Area
 Career Center..... Monett, MO
 State Fair AVTS Sedalia, MO
 Tri-County Technical SchoolEldon, MO
 UniTec Career Center Bonne Terre, MO
 Warrensburg AVTS..... Warrensburg, MO
 Waynesville
 Technica Academy.....Waynesville, MO

AVTS – Area Vocational Technical School
 AVS – Area Vocational School
 ATC – Area Technical Center

MISSOURI PUBLIC COMMUNITY COLLEGES

Crowder College

601 Laclede Avenue
Neosho, MO 64850
(417) 451-3223

East Central College

Hwy 50 and Prairie Dell Road
Union, MO 63084
(314) 583-5193

Jefferson College

1000 Viking Drive
Hillsboro, MO 63050
(314) 797-3000

METROPOLITAN COMMUNITY COLLEGES

• Longview

Community College

500 S. W. Longview Road
Lee's Summit, MO 64081
(816) 672-2000

• MapleWoods

Community College

2601 N. E. Barry Road
Kansas City, MO 64156
(816) 437-305

• Penn Valley

Community College

3201 S. W. Trafficway
Kansas City, MO 64111
(816) 759-4000

Mineral Area College

P. O. Box 1000
Park Hills, MO 63601
(573) 431-4593

Moberly Area

Community College

101 College Avenue
Moberly, MO 65170
(660) 263-4110

North Central

Missouri College

1301 Main Street
Trenton, MO 64683
(660) 359-3948

Ozark Technical

Community College

1417 North Jefferson
Springfield, MO 65802
(417) 895-7111

St. Charles Co

Community College

4601 Mid Rivers Mall Drive
St. Peters, MO 63376
(314) 922-8380

ST. LOUIS COMMUNITY COLLEGES

• SLCC at Florissant Valley Park

3400 Pershall Road
St. Louis, MO 63135
(314) 513-4245

• SLCC at Forest Park

5600 Oakland Avenue
St. Louis, MO 63110
(314) 644-9100

• SLCC at Meramec

11333 Big Bend Blvd.
St. Louis, MO 63122
(314) 984-7606

State Fair

Community College

3201 West 16th Street
Sedalia, MO 65301
(660) 530-5800

Three Rivers

Community College

2080 Three Rivers Blvd.
Poplar Bluff, MO 63901
(573) 840-9600

SCHOLARSHIPS AVAILABLE TO STUDENTS

The A+ Schools Program is funded through the Missouri Department of Elementary and Secondary Education for Missouri community colleges and vocational/technical schools. However, some four-year colleges in Missouri offer their own A+ scholarships. These scholarships are determined by the colleges themselves and may or may not be offered at any given time. Check with the financial aid office at four-year colleges and ask if they offer any benefits for A+ students. A+ benefits at community colleges or state vocational/technical schools are only available for full-time students. Talk to your A+ coordinator about the possibility of accessing funds for summer classes immediately following graduation from high school. A+ students cannot enroll at four-year colleges during the school year and then access A+ funds for summer school at community colleges. Questions? Call the A+ Office at your high school.

**CHECK WITH
THE FINANCIAL
AID OFFICE AT
FOUR-YEAR
COLLEGES AND
ASK IF THEY
OFFER ANY
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FOR MORE INFORMATION CONTACT:

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www.pkwy.k12.mo.us/publications/images/pdfs/Pkwy_APlus_Final.pdf