

# Trenton High School



## A+ Scholarship Program

### Student Handbook

## Purpose of the A+ Student Manual

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

The first step of participation in the A+ Scholarship Program is the signing of the A+ Scholarship Participation Agreement by the student, parent, and Trenton High School Principal/A+ Scholarship Coordinator. It is then the responsibility of the student to continue to meet the requirements to be certified as an A+ student upon graduation. The A+ Coordinator will meet with each high school class annually to review the A+ requirements.

The funding for financial incentives is dependent upon Trenton High School achieving redesignation each year and the availability of state appropriations from the Missouri General Assembly. It is the responsibility of the A+ Scholarship Coordinator to certify to the State of Missouri the students who have achieved A+ status upon graduation. This manual is designed to present in a clear and consistent manner the guidelines and policies to be followed by the A+ Scholarship Coordinator.

Any questions about this manual or the A+ Scholarship Program should be directed to the A+ Scholarship Coordinator at Trenton High School. 660-359-2291

## Benefits of the A+ Scholarship for Students

Graduates from Trenton High School who meet the A+ requirements will be eligible for reimbursement of tuition and general fees to a community college or public vocational/technical school of their choice in Missouri. Also, many Missouri four-year colleges and universities offer their own scholarships to A+ eligible students.

Students will receive this scholarship incentive from the State of Missouri, not the Trenton R-9 School District. These incentives will be made available by the State of Missouri only after the student has made a good faith effort to secure all available federal post secondary student financial assistance funds that do not require repayment. A student must complete twelve semester credit hours each term and maintain a 2.5 cumulative GPA to continue receiving the scholarship. Students remain eligible to receive A+ scholarship funds for up to four years after graduation from Trenton High School or until they receive an associate's degree.

## Student Eligibility

To be eligible for the financial incentives of the A+ Scholarship Program, a student must be certified as an A+ student by Trenton High School. As the official representative of the A+ Scholarship Program with the Department of Education of the State of Missouri, the A+ Scholarship Coordinator has the responsibility to certify if a graduate of Trenton High School has met the criteria of certification. The High School Principal will then verify all qualifications and documentation. To be certified as an A+ student, an individual must do the following:

- Be a U.S. citizen or permanent resident.
- Sign an A+ Student Participation Agreement.
- Attend an A+ designated high school for three years prior to graduation.
- Maintain at least 2.5 G.P.A. on a 4.0-point scale.
- Maintain at least a 95% attendance record overall throughout high school.
- Perform 50 hours of unpaid tutoring or mentoring for academically younger students.
- Score proficient or advanced on an Algebra I End of Course Exam or meet other criteria established by the Coordinating Board of Higher Education
- Maintain a record of good citizenship and avoid the unlawful use of drugs or alcohol throughout high school.
- Make a good faith effort to first secure all available federal post secondary student financial assistance funds that do not require repayment.

A summary sheet advising the parent of student progress toward achieving A+ school status will be sent each semester. The school will attempt to send this report with the semester report card.

## Enrollment Requirements

- To be A+ eligible, students must be enrolled in an A+ designated high school for three years prior to graduation. These do not have to be consecutive years and do not have to be the three years immediately prior to graduation. For example, a student may enroll in A+ High School 1 his freshman year, Non-A+ High School his sophomore year, and A+ High School 2 his junior and senior years and qualify.
- Students, however, do need to be enrolled in that institution(s) for at least 80% of the instructional days over those three years. For example, (using the above case), if the total number of instructional days in those three years is 525 (175 days per year), the student must have been enrolled in a minimum of 420 of the 525 days (80 percent) over their freshman, junior and senior years to meet the three-year attendance requirement. This is regardless of institution(s).

## Tutoring/Mentoring Requirements

This section of the manual explains the tutoring or mentoring of academically younger student's requirement of A+ students. The law states that A+ students must perform 50 hours of school-based, unpaid tutoring or mentoring for younger students. The student must have signed an A+ Participation Agreement before entering tutoring.

The THS A+ Scholarship Coordinator in determining this requirement will use the following policies:

- Tutoring/mentoring must be school sponsored.
- An A+ Tutoring/Mentoring log must be kept by the student and turned into the A+ Office.
- The hourly Mentoring/Tutoring log must be signed by the school sponsoring official in charge of that tutoring or mentoring.
- Unless specific permission is given by the A+ Coordinator, all mentoring/tutoring experience must be school related.
- The A+ Student or the sponsoring school may terminate the mentoring/tutoring experience by the permission of the A+ Coordinator.
  - The student is expected to be present at the agreed upon day and time for tutoring/mentoring.
  - If an absence must occur, the A+ Student is expected to notify the adult in charge of the A+ tutoring/mentoring experience.
  - If tutoring/mentoring opportunity is canceled by the school, the adult in charge is expected to notify the A+ Student.

## Algebra I EOC Requirement

Beginning with the high school senior class of 2015, students must attain a score of "Advanced" or "Proficient" on the official Algebra I end-of-course exam. Students who are unable to attain such a score may still establish eligibility through other criteria established by the Coordinating Board of High Education. These criteria are revised annually. Please check with the A+ Scholarship Coordinator for the most recent information regarding alternative qualifications provisions from CBHE.

# A+ Scholarship Program Attendance & Citizenship Policy Trenton High School

BOE adopted September 10, 2002

## Attendance Requirement

This section of the manual explains the attendance requirement of the A+ Scholarship Program for students at Trenton High School. The attendance rate must be 95% for the accumulated time between the start of the freshman year at Trenton High School until graduation. The following guidelines will be in effect:

- The accumulative attendance information will be maintained in the student records database in the high school office.
- Each semester a report showing the accumulative attendance record information will be sent to parents of A+ Students. The school will attempt to send this report with the semester report card.
- After receiving this information, a student and parent can appeal for days missed by using the “A+ Attendance Appeal Form” available in the A+ office.
- Students that have had specific health histories (Reason for absence, item 1.) must make sure that medical documentation (doctor’s letter) is provided with the A+ Appeals Form.
- Those submitting a request for an A+ waiver of days missed shall provide the A+ Scholarship Coordinator with official documentation of the following:

<u>Reason for absence</u>	<u>Documentation</u>
1. Serious illness, hospitalization, serious accident	Principal’s or Doctor’s letter
2. Death of immediate family members (parents, grandparents, siblings.)	
- A student will not receive a waiver if any absence is due to any of the following:
  1. Truancy
  2. Skipping class
  3. Personal/Family vacations
  4. Transportation problems (unless the transportation was school-provided)
  5. Suspended from class or school for any reason.

- The A+ Scholarship Appeals Committee will be composed of the following:
  1. High School Principal
  2. High School Guidance Counselors (2)
  3. Trenton R-9 District Patron
  4. A+ Advisory Committee member
  5. A+ Scholarship Coordinator, as facilitator and non-voting member.
  
- The A+ Scholarship Appeals Committee shall meet twice per year or as deemed necessary.

The A+ Coordinator will act as facilitator and non-voting member of the Appeals Committee. After the A+ Appeals Committee reaches a decision, the A+ Coordinator or High School Principal will notify the parents. The decision of the A+ Scholarship Appeals Committee can be appealed to the Board of Education by contacting the Superintendent of Schools. Any and all additional appeals will be conducted following policies set by the Board of Education.

<h2 style="margin: 0;">Citizenship Requirement</h2>
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Participation in the A+ Scholarship Program is an honor and a unique privilege for Trenton High School Students. Students pursuing the A+ scholarship must maintain a record of good citizenship and avoid the unlawful use of drugs/alcohol and adhere to all guidelines as stated in the A+ Citizenship Policy.

Certification of good citizenship will be based upon the official discipline record maintained in the High School office and convictions that are verifiable and/or a matter of public record. The A+ Scholarship Coordinator will be responsible for certifying the accuracy of the student's discipline record and A+ citizenship status.

### **DISMISSAL**

The following offenses will result in the immediate removal from the A+ Scholarship Program:

1. Possession, use, sale or transfer of alcohol or drugs.
2. Possession of drug paraphernalia.
3. Convicted of a felony that is verifiable and is a matter of public record or criminal activity as defined by the Safe Schools Act.
4. False fire alarm/bomb threats and misuse of emergency equipment.
5. Vandalism of school property.
6. Theft at school or school activity.
7. Serious sexual misbehavior/harassment.
8. Expulsion from school

## **PROBATION**

Disciplinary offenses, other than an offense that causes immediate removal from the A+ Program, will result in the student being placed on probation. The probation period will be for the remainder of the student's high school career.

- Any student placed in Out of School Suspension will be placed on probation for the first offense. A second offense will immediately remove the student from the A+ Program.
- Any student exhibiting a continuous pattern of disruptive behavior as recorded in his/her discipline record will be placed on probation.

Good Citizenship outside the school setting is of equal importance. Records from law enforcement that are a matter of public record or as established under the Safe Schools Act will be used to determine good citizenship. This information will be used to determine citizenship and probation will be administered as follows.

- Any student receiving a misdemeanor conviction that is verifiable and a matter of public record will be placed on probation. A second offense will result in immediate removal from the A+ Program.

## **CITIZENSHIP APPEAL PROCESS**

The following process may be used by students/parents to appeal a disciplinary decision:

- Students/parents will have 30 days to appeal a decision that is made relating to removal or probation of the A+ Program. Anyone making an appeal should use the "A+ Appeal Citizenship Form" available from the A+ Coordinator.
- The basis of the appeal must be submitted in writing through the office of the A+ Scholarship Coordinator.
- Upon receiving a written appeal the A+ Scholarship Coordinator will convene the A+ Scholarship Appeals Committee composed of the following:
  1. High School Principal
  2. Guidance Counselors (2)
  3. Trenton R-9 District Patron
  4. A+ Advisory Committee Member
  5. A+ Scholarship Coordinator, as facilitator and non-voting member.

The A+ Coordinator will act as facilitator and non-voting member of the Appeals Committee. After the A+ Appeals Committee reaches a decision, the A+ Coordinator or High School Principal will notify the parents. The decision of the A+ Scholarship Appeals Committee can be appealed to the Board of Education by contacting the Superintendent of Schools. Any and all additional appeals will be conducted following policies set by the Board of Education.

## Eligible A+ Community Colleges and Vocational Technical Schools

Arcadia Valley Career Technical Center  
Boonslick Technical Educ. Center  
Brookfield Area Career Center  
Cape Girardeau Career & Technical Center  
Career & Technical Center At Fort Osage  
Carrollton Area Career Center  
Carthage Technical Center  
Cass Career Center  
Clinton Technical Sch.  
Columbia Area Career Center  
Crowder College  
Current River Career Center  
Dallas County Career Center  
Davis H. Hart Career Center  
East Central College  
Eldon Career Center  
Excelsior Springs Career Center  
Four Rivers Career Center  
Franklin Technology Center  
Gibson Technical Center  
Grand River Technical School  
Hannibal Career & Technical Center  
Herndon Career Center  
Hillyard Technical Center  
Kennett Career & Technical Center  
Kirksville Area Tech. Center  
Jefferson College  
Lake Career & Technical Center  
Lamar Area Vocational-Technical School  
Lebanon Technical & Career Center  
Lewis & Clark Career Center  
Lex-La-Ray Technical Center  
Linn State Technical College  
Macon Area Vocational School  
Metropolitan Community College  
Mineral Area College  
Missouri State University - West Plains  
Moberly Area Community College  
Moberly Area Technical Center  
Nevada Regional Technical Center  
New Madrid R-I Technical Skills Center  
Nichols Career Center  
North Central Career Center  
North Central Missouri College  
North Technical  
Northland Career Center  
Northwest Technical School

Ozark Mountain Technical Center  
Ozarks Technical Community College  
Pemiscot County Career & Technical Center  
Perryville Area Car & Tech Center  
Pike/Lincoln Technical Center  
Poplar Bluff Technical Career Center  
Ranken Technical College  
Rolla Technical Institute  
Saline County Career Center  
Sikeston Career & Technical Center  
South Central Career Center  
South Technical  
Southwest Area Career Center  
St. Charles Community College  
St. Louis Community College  
State Fair Community College  
Three Rivers Community College  
Unitec Career Center  
Warrensburg Area Career Center  
Waynesville Technical Academy

*\*Many Missouri four-year colleges and universities offer scholarships to students who are A+ certified. Check with the financial aid office of the institutions you are interested in attending and ask if they offer scholarships for A+ eligible students.*



# A+ Schools Participation Agreement

Trenton High School

Student Name \_\_\_\_\_ Parent Name \_\_\_\_\_

Address \_\_\_\_\_

Graduation Year \_\_\_\_\_ Gender \_\_\_\_\_ Birth date \_\_\_\_\_

I, \_\_\_\_\_, have hereby read and agree to the following  
(student's name)  
eligibility provisions as established in the *Outstanding Schools Act of 1993*:

- ◆ Attend a designated A+ school for three (3) consecutive years prior to graduation.
- ◆ Graduated from high school with a 2.5 accumulative G.P.A. on 4.0 point scale.
- ◆ Have at least 95% attendance record.
- ◆ Perform 50 hours of unpaid school based tutoring/mentoring.
- ◆ Score proficient or advanced on an Algebra I End of Course Exam
- ◆ Maintain a record of good citizenship and avoid the unlawful use of drugs/alcohol as defined in the A+ Citizenship Policy.
- ◆ Make a good faith effort to secure federal post-secondary student financial assistance. (FAFSA)

Be it understood that in exchange for meeting or exceeding the above criteria, the above named student can be eligible for reimbursements 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 Trenton R-IX School District. Reimbursements are described as follows:

- The cost of tuition and general fees, subject to legislative appropriation, to any approved public community college or approved public or private vocational / technical school in the State of Missouri. The A+ Program may provide these educational incentives 1) provided state funds are appropriated by the legislature or 2) subject to state funding approval. I will receive reimbursement for my unpaid balance of said incentives after federal post-secondary financial assistance funds have been applied.
- To retain eligibility, I must maintain a 2.5 G.P.A. while enrolled at a Missouri public community college, vocational or technical school on a full-time basis.

Hereby signed and agreed to on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*School Counselor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*A+ Coordinator*

\_\_\_\_\_  
*Date*

# *A+ Tutoring Time Sheet*

**A+ Student Name** \_\_\_\_\_ **Graduation Year** \_\_\_\_\_

	Date	Location/Event	Verification by Sponsor	Hours/ Minutes	A+ Office Use Only
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
			<b>Total</b>		

***Student Requirements for A+***

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>-Maintain 95% Attendance</li> <li>-2.5 G.P.A. on 4.0 scale upon graduation</li> <li>-Apply for financial aid that does not require repayment</li> </ul> | <ul style="list-style-type: none"> <li>-Maintain good citizenship and avoid the unlawful use of drugs.</li> <li>-Complete 50 hours tutoring/ mentoring</li> <li>-Attend A+ School 3 consecutive years prior to graduation</li> </ul> |
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# Trenton R-IX School District

## A+ Citizenship and Attendance Appeal Form

Student Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Parent(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

This request is to appeal the denial of the citizenship certification of the A+ program requirement.

This request is to appeal the denial of the attendance certification of the A+ program requirement.

In the space below, please indicate the basis of your appeal. If additional space is needed, please attach another sheet of paper. Include a copy of all additional documentation with this form for review.

### A+ Office Use Only

Date Appeal Received \_\_\_\_\_

Date Appeal Committee Met \_\_\_\_\_

Date Decision Letter Sent \_\_\_\_\_

Appeal Accepted \_\_\_\_\_

Days / Hour Waived \_\_\_\_\_

Appeal Denied \_\_\_\_\_

**North Central Missouri College**  
**A+ Summer Enrollment Form**  
For recent high school graduates

Verification of A+ eligibility is completed through receipt of a final, official high school transcript. However, summer enrollment occurs before a final, official school transcript may be available. In order to avoid classes from being dropped for non-payment, A+ eligible high school seniors enrolling in summer coursework are asked to complete this form.

Name \_\_\_\_\_

Address \_\_\_\_\_

High School \_\_\_\_\_ Date of HS Graduation \_\_\_\_\_

- \_\_\_\_\_ I am enrolling for the summer session at North Central Missouri College
- \_\_\_\_\_ I will enroll as a degree seeking student
- \_\_\_\_\_ I will be enrolled full-time (full-time **summer** enrollment is considered 6 credit hours for A+ purposes)
- \_\_\_\_\_ I have completed or will complete the FAFSA prior to the start of the summer session
- \_\_\_\_\_ I have met all requirements to be A+ eligible and anticipate my final semester high school grades will not make me ineligible
- \_\_\_\_\_ If my final semester grades prevent my eligibility, I understand I will either be asked to make immediate payment or be dropped from classes

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Pending final semester grades, the student above will meet the requirements for A+ certification.

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High School A+ Coordinator signature \_\_\_\_\_ Date \_\_\_\_\_

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Print High School A+ Coordinator name \_\_\_\_\_ Phone Number \_\_\_\_\_

Please return to the NCMC Financial Aid Office,  
Alexander Student Center, 1301 Main Street, Trenton, MO 64683