



# **Keytesville R-III High School**

## **A+ Program**

### **Student Financial Incentive Handbook**

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## Introduction

The purpose of this handbook is to provide complete information about the A+ Schools Program to interested students and their parents or legal guardians.

**Please keep this handbook.** Updated information will be given to you from time to time. Each time you receive these updates, you should add to this information to the handbook.

Free information on A+ eligible schools is available at:

<http://dese.mo.gov/quality-schools/designated-schools>

## Missouri Department of Higher Education Information

Commonly Asked Questions:

<http://dhe.mo.gov/ppc/grants/aplusscholarship.php>

## A+ Schools Program Missouri's A+ Schools Program

Missouri's Outstanding Schools Act of 1993 established provisions for the implementation of a grant award program to institute A+ Schools and to improve the education of high school students within the state of Missouri. Beginning in 1994, the A+ Schools Program has provided grant awards to public school districts that demonstrate a commitment to ensure that the program's goals are met in their high schools. The goals of an A+ school are to ensure that:

- All students graduate from high school.
- All students complete a selection of high school studies that is challenging and has identified learning expectations.
- All students proceed from high school graduation to a college, post-secondary career-technical school, or a high wage job with workplace skill development opportunities.

All high schools that apply for the competitive grant award must outline a plan that includes innovation activities to make progress toward achieving these three goals. Keytesville High School applied for the A+ designation in 2010. The students that graduate from Keytesville High School in 2013 and each succeeding year will be eligible to participate in the A+ School Financial Incentive Program.

The funding for the financial incentives is dependent on Keytesville High School maintaining A+ status and the availability of state appropriations from the Missouri General Assembly.

The student financial incentive of the A+ Schools Program provides for applicants who meet the A+ requirements to be eligible for the cost of tuition, fees and books while attending any Missouri public community or technical school as a full-time student. These costs will be reimbursable only after secured financial assistance funds that do not require repayment have been applied. The incentive will be available for up to 48 months following high school graduation.

### **Purpose of Student Handbook**

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

The first step of participation in the A+ Schools Program is the signing of the A+ Schools Participation Agreement by the student, the parent, and the A+ Coordinator. After all signatures are obtained, the student is considered to be an A+ student at Keytesville High School. It is then the responsibility of the student to continue to meet the requirements to be certified as an A+ student upon high school graduation.

The Keytesville R-III School District has a responsibility to maintain the status of an A+ School. It is the responsibility of the A+ Coordinator to certify to the State of Missouri students who have achieved this upon graduation. It is understood that some students will not be able to meet requirements as set forth in the A+ Schools Program. It will be the responsibility of the A+ School Coordinator to notify students and parents immediately if it is determined that a student is not eligible for A+ status. This handbook is designed to present in a clear and consistent manner, the guidelines and policies to be followed by the A+ School Coordinator.

Please read this handbook carefully. It is provided for parents, students and employees of the Keytesville R-III School District so that a clear understanding of the requirements for becoming an A+ student is achieved.

Any questions about this manual or the A+ Schools Program should be directed to the A+ School Coordinator at Keytesville High School: 660-288-3767.

## Student Eligibility

To be eligible for the financial incentives of the A+ Schools Program, a student must be certified as an A+ student by Keytesville High School. As the official representative of the A+ Schools Program, the A+ Coordinator has the responsibility to certify that a graduate of Keytesville High School has met the criteria for certification. To be certified as an A+ School Student, an individual must:

1. Sign an A+ Student Participation Agreement. (A copy is included in the handbook.)
2. Attend a designated A+ School for three consecutive years prior to graduation.
3. Maintain at least a 2.5 accumulative grade point average.
4. Maintain at least 95% accumulative attendance record. (Please note that this attendance requirement is more stringent than the attendance rate for the rest of the student body.)
5. Perform 50 hours of unpaid tutoring/mentoring during high school, of which up to 25% may include job shadowing.
6. Maintain a good citizenship record and avoid the unlawful use of drugs and alcohol.
7. Make a good faith effort to first secure all available federal post-secondary student financial assistance.
8. Have achieved a score of proficient or advanced on the Algebra End-of-Course Exam.
9. Register with Selective Service within 30 days of his 18<sup>th</sup> birthday (male students only).

### **Requirement 1: Enter into a written agreement with the high school to participate in the A+ Schools Student Financial Incentive Program.**

A student may enter into this written agreement at any time during his/her high school career. However, due to the requirement to accumulate tutoring hours, it is recommended that the agreement be signed as early as possible. It is also beneficial to the student to indicate his/her intent to participate in the program to allow for beneficial monitoring by the A+ Coordinator. Students must enroll before the beginning of the second semester of their senior year.

### **Requirement 2: Attend a designated A+ School for three consecutive years prior to graduation.**

A student must attend a designated A+ high school for three consecutive years immediately prior to graduation. The student financial incentive is dependent upon Keytesville High School being designated as an A+ School before the applicant graduates and the availability of state appropriations from the Missouri General Assembly.

### **Requirement 3: Graduate from high school with a cumulative grade point average (GPA) of 2.5 or higher on a scale of 4.0 (non-weighted).**

This average will represent the applicant's accumulative GPA that includes freshmen through senior years. The official transcript will document and certify that the grade point requirement has been met.

**Requirement 4: Have at least a 95% attendance record for the four year period.**

The applicant must maintain a 95% or better average attendance record for all four years of high school. A student with a 94.999 or lower average will not qualify for A+ status. Students are expected to attend class regularly and be on time for classes.

- The only absences that do not count against A+ attendance are school excused activities.
- Doctor appointments, funerals, dental appointments, etc. **will count against** A+ attendance.
- The cumulative attendance information obtained by the A+ Coordinator will come from the official attendance records of the Keytesville R-III District.

**Attendance Waiver Guidelines**

After receiving attendance information, the parent/guardian or student can file an appeal with the A+ School Committee. If an appeal is not filed, a waiver for days missed will not be considered. Anyone making an appeal should use the “A+ Attendance Appeal Form” available in the A+ Office, online, or the appendix of this handbook. Anyone submitting a request for an A+ waiver of days missed shall provide the A+ Committee with the following documentation:

**Reason for Missing**

Hospitalization	Doctor’s Letter
Chronic Health Problem	School Nurse Note
Personal/Family Problem	Principal Note
Catastrophic Illness	Principal/Doctor Verifies

**No student will receive a waiver if absences are due to truancy, skipping classes, personal or family vacations, or**

**transportation problem (unless on a late bus), or suspension from class or school for any reason.**

**Requirement 5: Perform and Document 50 hours of unpaid tutoring, of which up to 25% may include job shadowing.**

The following guidelines should be used in the completion of this requirement:

- Tutoring activities will be designed to involve the A+ tutor with students in the Keytesville School District.
- Tutoring activities will be school based, academic in nature and under the supervision of Keytesville High School.
- Tutoring activities may take place before, during or after the school day during the school year or during summer school programs (when applicable).
- The A+ Coordinator will maintain records on tutoring hours that each applicant accumulates. Only activities that have been verified on an official A+ Record of Tutoring/Mentoring Hours form and signed by the tutoring sponsor will be counted toward the 50 hours requirement.
- A+ Record of Tutoring/Mentoring Hours forms are available in the A+ Coordinator’s office, online or in the appendix of the handbook.
- It is the responsibility of the A+ student to make sure the Tutoring/Mentoring Hours forms are turned in to the A+ coordinator by the end of each week. Failure to do so will result in hours not being accepted.

**Requirement 6: Maintain a record of good citizenship and avoidance of the unlawful use of drugs or alcohol.**

Receiving the A+ financial incentive is an honor and a privilege and should be treated as such. Each student who is designated an A+ student should demonstrate distinctive qualities and be a role model for other students. The character and ethics of an A+ student should be of the highest standards.

To qualify for the A+ financial incentive, a student’s behavior shall be in compliance with the Board of Education policies, student discipline as outlined in the student handbook, the A+ Schools guidelines, the Safe Schools Act, and local and state regulations and laws.

At the end of each semester, each student’s discipline record will be reviewed by the principal and the A+ coordinator. Student discipline records will be maintained throughout high school (9-12). With information provided by The Office of Juvenile Court Services and local law enforcement agencies, the A+ coordinator will certify a student’s good citizenship record in the community.

Citizenship/discipline violations that may jeopardize a student’s A+ status include, but are not limited to, the following:

**Suspension: (Academic Reassignment)**

Any student who receives discipline referrals which result in an accumulation of **two occasions or 5 days** (whichever comes first) of academic reassignment will receive a written **warning** of losing his/her A+ eligibility.

**Suspension: (Out-of-School)**

Activities within the school setting are an important part of determining good citizenship. Poor citizenship resulting in an out-of-school suspension (OSS) will result in the following action:

OSS	1 <sup>st</sup> Offense	A+ Warning
OSS	2 <sup>nd</sup> Offense	Loss of Eligibility
Expulsion	1 <sup>st</sup> Offense	Loss of Eligibility

**Misdemeanor/Felony:**

Good citizenship outside the school setting is just as important as within the school. The Keytesville R-III School District will request the juvenile services and/or adult law enforcement agencies to confirm that each student participating in the A+ program is a citizen in good standing. This information will be used in evaluating the citizenship of the applicant:

Misdemeanor	1 <sup>st</sup> Offense	A+ Warning
Misdemeanor	2 <sup>nd</sup> Offense	Loss of Eligibility
Felony	1 <sup>st</sup> Offense	Loss of Eligibility

**Avoidance of Unlawful Use of Drugs/Alcohol:**

1 <sup>st</sup> Offense	A+ Warning
2 <sup>nd</sup> Offense	Loss of Eligibility

**A+ Disciplinary Warning More Than Once:**

Students that are placed on A+ Warning more than once will be automatically declared ineligible for the A+ Financial Incentive.

**Regardless of the Four Year Discipline Record, the Following Incidents Will Result In Immediate Removal From the A+ Schools Program:**

Criminal Activity as defined by the Safe Schools Act:

- First and second degree murder
- Kidnapping
- 1<sup>st</sup> and 2<sup>nd</sup> degree assault
- Forcible rape or sodomy
- 1<sup>st</sup> degree burglary
- 1<sup>st</sup> degree robbery
- Distribution of drugs
- First degree arson
- Sexual assault
- Voluntary/Involuntary manslaughter
- Felonious restraint
- Property damage, first degree
- Possession of a weapon
- Child molestation of the first degree
- Deviate sexual assault
- Sexual misconduct involving a child
- Sexual abuse
- Cheating/plagiarism

Other violations as stated in the Keytesville High School Student Handbook:

- Abuse to staff in a threatening nature (verbal, written, electronic, etc.)
- Extortion
- Theft
- Willful damage to school, staff or student property
- Sexual harassment
- False fire alarm/bomb threats/911 calls

**The Following Incidents Will Result In A Warning After The First Time and Automatic Dismissal From The A+ Schools Program On The Second Offense:**

- Showing disrespect to a staff member
- Harassment, Bullying and Cyberbullying

**Actions Taken For Violations:**

- **Warning:** A written warning will be issued to the student, and a copy of the letter will be sent by certified mail to the parent/guardian.
- **Removal From The Program:** The student and the parent will be notified via certified mail that the student has been removed from the A+ Program and will not be eligible to receive A+ incentive funds.
- **Appeal:** Appeal forms will be mailed with the notification of the ineligibility or may be picked up at the A+ Coordinator's office. Appeals may be submitted to the A+ Appeals Committee in care of the A+ Coordinator.

**Requirement 7: Make a documented, good-faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment by filing the FAFSA (Free Application for Federal Student Aid).**

- Parents must complete and file the Free Application for Federal Student Aid (FAFSA). The FAFSA form is available online.

FAFSA: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Parents are encouraged to apply as early in their child's senior year as possible, but not before October 1<sup>st</sup> or after April 1 of the year of the student's graduation. **Please note that Missouri public community colleges or career technical schools may require the FAFSA to be completed by a specific date.**

- A+ tuition incentive will only be awarded to reimburse the unpaid balance of the cost of tuition and fees after the available federal post-secondary student financial assistance funds have been applied to these costs.

**Requirement 8: Meet the state mandated testing requirements:**

- Scoring at proficient or advanced on the Algebra I end of course exam.
- Beginning in 2015, if a student meets all of the eligibility requirements except the end of the course exam requirement, he/she may establish eligibility by achieving a qualifying score on the COMPASS exam published by ACT, Inc. or the mathematics component of the ACT test. The student may achieve the qualifying score as a high school or postsecondary student. If the student achieves the score as a postsecondary student, he/she may be eligible for an award in the same term that he/she takes the test. The MDHE will announce the qualifying COMPASS and ACT scores annually. The following table displays the qualifying scores for the 2015 high school seniors.

<u>Exam</u>	<u>Minimum Score</u>
ACT Math Subscore	17

**Requirement 9: Register with Selective Service within 30 days of his 18<sup>th</sup> birthday (male students only).**

- May be done online at: [www.sss.gov/](http://www.sss.gov/)  
OR
- May pick up form at US Postal Service.

## **Parent Notification**

The A+ School Coordinator will provide every parent/guardian with an update of his/her child's progress toward A+ school status.

This status report will be sent after the completion of each semester of the school year.

A copy of each student's status report will be kept on file.

Parents are encouraged to call the A+ Coordinator for status updates during the school year.

## **Process of Appeal**

A student and/or parent has the right to appeal when he/she becomes ineligible for the A+ financial incentive. In cases of appeal, the student/parent must notify the A+ Coordinator in writing of his/her intent to appeal. An Appeals Packet may be obtained from the A+ Coordinator.

A student may appeal his/her disqualification from the A+ program to a special appeals committee composed of five members of the A+ Advisory Committee as appointed by the principal. Appeals must be made in writing by May 1<sup>st</sup> of the graduation year.

Upon receiving a written appeal, the A+ Coordinator will convene the A+ Appeals Committee. The student/parent will be notified in advance of the hearing date and can choose to meet in person with the committee or submit his/her appeal in writing.

After the Appeals Committee reaches a decision, the A+ Coordinator will notify the parent/student by letter.

## **Requirements for Maintaining Eligibility**

The student financial incentive will be available for up to two years of attendance during the four year period after the recipient graduates from high school. To maintain eligibility the student must:

- Enroll in and attend on a full time basis a Missouri public community college or career-technical school. (A student must meet the full time requirement of 12 hours during the fall and spring or six hours in the summer.) A student may attend any semester he/she chooses, but will not be reimbursed if he/she attends less than full time.
- Maintain a grade point average of 2.5 or higher on a 4.0 scale.
- Make a good faith effort annually to first secure all available federal financial aid by completing the FAFSA.

# Appendix

## Good Tutors

1. **Establish a positive relationship.** This includes seeing the mentee as being an equal partner in the learning process.
2. **Establish the mentee's basic interests** (sports, history etc.).
3. **Are good listeners.** Try to understand the mentee's situation.
4. **Make learning fun and exciting** (tutors can enjoy the situation).
5. **Be patient.** The mentee may get discouraged and feel like no progress is being made. The tutor should try to remember what it was like when he/she struggled in school with concepts such as fractions in Algebra or spelling.
6. **Be punctual and dependable.** Let someone know if when the tutoring time can't be kept.
7. **Accept the mentee as she/he is- and where he/she is.** Sometimes a tutor is unrealistic in what he/she thinks a mentee can accomplish. An A+ tutor must realize that some of the mentees with literacy problems have other problems as well. Try to focus on what is going well with the mentee and on what the mentee **CAN** do.

## Good Listening Behaviors

### **Behavior or action which may be observed by a person who is speaking.**

1. Make eye contact with the speaker
2. Have good posture by facing the person speaking and lean slightly forward toward the speaker.
3. Concentrate on every word being spoken.
4. Sit and reflect on what has been said before making a response.
5. Use nonverbal cues such as shaking your head to tell the speaker you are listening.
6. Use verbal cues, such as "yes, good, etc.", to let the speaker know you are listening.

## Listening Responses

**Sometimes a listener will appear to look away while listening. This does not necessarily mean he/she has stopped listening, he/she may be thinking. These are possible responses:**

1. A person looking up is thinking of a response in a visual manner.
2. A person looking off to the side may be an auditory learner and is really hearing what is being said.
3. A person looking down may be an emotional listener and is feeling what is said.

## Study Techniques

### Test Preparation

The best way to prepare for a test is to stay prepared and have:

1. A well organized binder or notebook.
2. A quiet place to study.
3. Read the text.
4. Use effective listening behavior in class.
5. Review notes regularly.

Before the test, make sure you:

1. Ask what will be on the test.
2. Ask what kind of questions will be on the test.
3. Write down information as the teacher reviews the material.
4. Get a good night's sleep.
5. Eat breakfast.
6. Start studying at least a couple of days before the test.
7. Make study aids, such as flash cards that you can carry with you.

### Memorizing Techniques

1. Use a song and replace the words.
2. Flash cards.
3. Have someone quiz you.
4. Recite out loud.

### Ways to test yourself

1. Use double column notes and read the question, then say the answer out loud, and then look at the answer.
2. Make up questions that could appear on the test.

## Tutoring and Studying Tips Reading

### **How to approach a reading assignment?**

Step by step approach to any reading assignments:

1. Develop an overview of the reading.  
What are the sections key points?
  - Look at the pictures and graphs.
  - Read the captions.
  - Read the introductions and summaries.
  - Read the questions.
  - Look over the vocabulary list.
  - Look at bold face headings.
2. Read the sections. As you read, mentally answer the questions you read before. Make a list of any terms you don't understand. Mentally summarize the main idea as you read each paragraph.
3. Review what you read. Look over questions and key terms at the end of each section. Before leaving the section, make sure you can answer the questions at the end of each section.
4. Guidelines for tutors:
  - Praise your mentee, especially when he/she has read a difficult passage.
  - Follow along with the text.
  - Position the book so that you and your mentee can easily follow the text.
  - Take turns reading out loud.
  - Make your mentee feel comfortable and reassure him/her that this is a fun project, and that you aren't grading them on their reading abilities.

- Be patient and attentive. Provide positive reinforcement while allowing opportunities for mistakes to be made.
- Summarize or explain parts of the book that your buddy doesn't understand. Use simple, but correct language.
- If mentee misbehaves, calmly remind your mentee that he/she is working on reading. If he/she still misbehaves, ask for help from the teacher.

### **Tutor-Tips for Mathematics**

#### **Math Tutoring**

1. Pinpoint the type of math problem on which the student is having difficulty.
2. Ask the student to choose the problem and begin working. As the student begins, ask him to say out loud the steps he is performing.
3. When the student cannot specify what he should do next, or gives the wrong step, then have him stop. Help the student find an example with an explanation in the text and have him/her read it aloud.
4. If no clear example is found, write out the necessary steps. Ask the student to try the original problem again, using the steps prescribed.
5. If the tutor is unable to find clear steps in the text or write them down by memory, the tutor should then go to the teacher for assistance.
6. Many problems occur because the student cannot perform the basic operations of addition, subtraction, multiplication or division. You may

have to start with these skills before mastering the skill at hand.

#### **Five Basic Steps for Assisting Math Students**

Step one: Always look at the problem in the book. Never trust that a student has set it up correctly.

Step two: Ask the student to explain the procedure he/she is using to solve the problem. You can troubleshoot and listen for erroneous logic or incorrect procedures at this point.

Step three: Reinforce any correct procedures. Then identify incorrect logic and ask the student to consider what else he/she may try. You can provide a hint, but avoid explanations until after the student has attempted a guess.

Step four: Check for understanding by having the student re-explain the procedure to you. Avoid asking questions like, "Does that make sense to you?" and "Do you understand now?"

Step five: Encourage the student to work the next problem on his/her own, but let him/her know that you will be checking back. Do not get drawn into working the next problem with an insecure student. He/she needs to develop the ability to apply what he/she is learning without your supervision.

## Five Tips for Math Tutors

- 1. Guide student:** A math tutor should guide a mentee through the solution process. Ask the mentee leading questions that will guide the mentee through the correct steps. Avoid doing the problem for the mentee. If the mentee cannot get the correct answer and asks for help, the tutor should look at what the mentee has done and try to locate the error. Then have the mentee work a similar problem to make sure he/she has grasped the concept or procedure.
- 2. Teach concepts.** The tutoring goal should be to make the mentee an independent learner. In mathematics, it is important to teach concepts rather than just processes or procedures. For example, the tutor should explain why it is important to follow the order of operations rule; rather than showing the mentee how to do it.
- 3. Encourage mentees to be attentive in class.** Some mentees believe getting help from a tutor is a substitute for paying attention in class. Mentees having trouble with math must realize that time spent with the tutor is additional to classroom time.
- 4. Address Math Anxiety.** An A+ tutor will deal with varying degrees of math anxiety. An A+ tutor should avoid using phrases such as “this is easy.” These statements may tend to intimidate a mentee.
- 5. Don’t Confuse the Mentee!** If the tutor is unsure of a math procedure or concept, check with the math instructor. It is helpful to find out what approach the text or the instructor is using on a particular problem. A tutor using the same technique as the instructor or text will reinforce the concept or procedure; whereas, using a different approach can confuse the mentee.

Add Tutoring/Mentoring Log Here. A  
Separate Document.

## Keytesville R-III School

### Tutoring/Mentoring Hours Requirements

Monthly, the student should complete and turn in a Tutoring/Mentoring Time Log form.

Tutoring/Mentoring Forms may be picked up in the A+ Coordinator's Office or be found online at [keytesville.k12.mo.us](http://keytesville.k12.mo.us).

- Tutoring activities will be designed to involve the A+ tutor with students in the Keytesville R-III School District.
- Tutoring activities will be school based, academic in nature and under the sponsorship of Keytesville R-III High School.
- Tutoring activities may take place before, during or after the school day during the school year or during summer school programs (when applicable).
- Tutoring must be done in the presence of the KHS certificated staff member signing the form.

Items to be recorded are:

- Name of Student
- Year of Graduation
- Month/Year of Tutoring
- Date of Tutoring
- Student Tutored
- Grade
- Subject
- Times
- Total Time
- Supervisor's Signature

**Turn in the form to the A+ Coordinator MONTHLY. DO NOT WAIT UNTIL THE END OF A QUARTER OR SEMESTER TO TURN IN FORMS. Forms will be kept in the files at Keytesville R-III Schools.**

**Keytesville R-III School A+ Schools Program**

**Statement of Good Citizenship**

(Complete this form in May of the senior year)

To the best of my knowledge, I \_\_\_\_\_ have not  
Student's Name

broken any of the rules of compliance with the A+ Good Citizenship Requirement as listed in the A+ Student Handbook.\*\*

\*\*The office of juvenile court services and local law enforcement agencies will also provide information to be used to certify the good citizenship and unlawful use of drugs/alcohol.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A+ Coordinator's Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Keytesville R-III School District  
Attendance Appeal Form**

Student's Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

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

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

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This request is to appeal the school absence(s) of (name) \_\_\_\_\_ for the following:

**School Year:** \_\_\_\_\_

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In the space below, please indicate the date(s) of the absences and the reason for the request to be reviewed. If additional space is needed, please attach a additional page.

Date of Absence	Reason for Absence
_____	_____
_____	_____
_____	_____
_____	_____

**Please Attach Supporting Documentation, If Applicable**  
**Return the completed form to the Keytesville R-III A+ School District Coordinator.**

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**A+ Office Use Only:**

Date Appeal Received	_____	Date Appeal Committee Met	_____
Appeal Accepted	_____	Day/Hours Waived	_____
Appeal Denied	_____	Date Decision Letter Sent	_____

**Keytesville R-III School District  
Citizenship Appeal Form**

Student's Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

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

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

---

This request is to appeal the citizenship certification of (name) \_\_\_\_\_  
for the following:

**School Year:** \_\_\_\_\_

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In the space below, please indicate the basis of your appeal concerning the good citizenship certification for the A+ School Program. If additional space is needed, please attach an additional page.

(This form must be submitted to the Keytesville R-III A+ School District Coordinator within 10 days after disciplinary action occurred.)

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**A+ office use only:**

Date Appeal Received	_____	Date Appeal Committee Met	_____
Appeal Accepted	_____	Day/Hours Waived	_____
Appeal Denied	_____	Date Decision Letter Sent	_____

## Application

### Keytesville High School's A+ Program – Student Financial Incentive

Note: A part of the A+ Schools Program is the student financial incentive. To be eligible, this application must be completed and approved during the student's high school career. Completed applications are to be returned to the A+ Coordinator's Office.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Year of Graduation \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

*I wish to participate in the A+ Schools Program's student financial incentive at Keytesville High School. If state funds are available and Keytesville is recognized as an A+ School prior to my graduation, I may be eligible to receive reimbursements for the cost of tuition, general fees while attending a Missouri public community college or career/technical school on a full-time basis. This reimbursement will be for the unpaid balance after federal post-secondary financial assistance funds (that do not require repayment) have been applied.\* This is contingent upon meeting all of the following requirements:*

1. Complete and submit the Keytesville R-III School A+ Agreement form.
2. Attend a designated A+ School for three consecutive years immediately prior to graduation.
3. Graduate from high school with a grade point average of 2.5 or higher on a 4.0 scale.
4. Have at least a 95% attendance record for the four-year period.
5. Perform and document fifty (50) hours of unpaid tutoring or mentoring to younger students, of which up to 25% may include job shadowing.
6. Maintain a record of good citizenship and avoidance of unlawful use of drugs (including alcohol).
7. Make a good faith effort to secure federal post-secondary student financial assistance funds.
8. Meet the state mandated Algebra I End-of-Course testing requirement (proficient or advanced).
9. Register with the Selective Service (male students 18 and over).

*The student financial incentive may be available for up to two years of attendance during the four year period after I graduate from high school. To maintain eligibility I must:*

1. Attend on a full-time basis a Missouri public community college or career/technical school, and
2. Maintain a grade point average of 2.5 or higher on a 4.0 scale.

*I further understand that this application must be signed by me and my parent/guardian before I will be considered for participation in the A+ Program Student Financial Incentive.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

*\*The student financial incentive is dependent upon designation as an A+ school and state appropriations being available from the Missouri General Assembly. The Keytesville School District does not discriminate on the basis of age, race, color, national origin, sex or disability. This policy regards admission/access to/treatment/employment in its programs and activities.*

**Signature Acknowledgment of the A+ Student Handbook**

**Please Complete and Return to the A+ Coordinator**

**Student and Parent Acknowledgment:**

I have read the A+ Handbook and understand that this manual reflects Board of Education policy as well as state and federal laws that govern public education. I further understand that I must meet all of the A+ School Program requirements in order to receive A+ Financial Incentives.

\_\_\_\_\_  
Student's Signature                      Date

I have read this A+ Student Handbook and understand that my child is responsible for abiding by its contents in order to receive A+ Financial Incentives.

\_\_\_\_\_  
Parent/Guardian's Signature                      Date

Additional copies of the A+ Student handbook are available in the A+ Coordinator's office as well as online at the school's website. Feel free to call the A+ Coordinator or administration if you have questions.