

LEE'S SUMMIT ACADEMY

Providing students with the tools they need for a successful future

A+ Program

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Purpose of the Manual

In an effort to make college or vocational education available to every Missouri high school graduate, the Missouri General Assembly established the A+ Schools Program as part of the Outstanding Schools Act of 1993.

Graduates of designated A+ schools who successfully complete the requirements of the program may be eligible to receive two years of free tuition to a designated public community college, vocational, or technical institution in Missouri. All funds are subject to Missouri General Assembly allocating monies for the A+ Program.

The purpose of this manual is to provide students, parents and staff with information about the guidelines and policies of the A+ Program. It is the responsibility of the school to ensure that designation is achieved and maintained. It is the responsibility of students and parents to read, understand and comply with the program requirements.

Goals of A+ Program

1. All students will graduate from high school.
2. All students will complete high school studies that are challenging and that have identified learning expectations.
3. All students will proceed from high school graduation to college, post-secondary vocational or technical school or a high wage job with opportunities for workplace skill development.
4. All students have participation requirements.
5. The high school from which the student graduates must meet and maintain all the requirements for A+ Schools designation.
6. State funding must be available. As with any state program, the A+ Schools Program is subject to the political process of sustaining and maintaining a budget.
7. The student must meet all criteria outlined in the A+ Schools Program and the participation agreement (in which the student and parent/guardian will sign). Below you will find requirements:
 - Be a U.S. citizen or permanent resident.
 - Attend an A+ designated school for three (3) consecutive years immediately prior to high school graduation.
 - Graduation from high school with a grade point average of 2.5 or higher on 4.0 point scale (non-weighted GPA).
 - Have at least 95% attendance record for the four-year period.
 - Graduate with fifty documented hours of unpaid tutoring/mentoring of students in approved settings.
 - Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.

- Have achieved a score of proficient or advanced on one of the following end of course exams: Algebra, Algebra II or Geometry. Additional alternatives include a score of 17 on ACT Math with 2.5 GPA, 16 on ACT Math with 2.8 GPA or 15 on ACT Math with 3.0 GPA.
- Make a good faith effort secure federal post-secondary student financial assistance funds during senior year. Complete and submit the FAFSA online.
- All males who reach their 18th birthday must register for the Selective Service. Male students may register online at www.sss.gov. (This is a federal requirement regardless of whether you enroll in the A+ program or not).

Student Enrollment

Students are encouraged to enroll in the Lee’s Summit Academy A+ Program at the beginning of their freshman year. Enrollment must be completed prior to April 15 of the semester of graduation.

If a student transfers from another school after the beginning of his/her sophomore year, the student may only participate in the A+ Schools Program if the school from which he/she transferred is a designated A+ school. Students must have a 1st quarter grade for their sophomore year on their transcripts to verify they were enrolled at an A+ School.

Enrollment may be done during designated A+ student enrollment opportunities or directly through the A+ Coordinator.

An A+ Participation Agreement must be completed with all appropriate signatures and filed with the A+ Coordinator. (A sample is included in this booklet.)

Any student requesting A+ incentive after the beginning of his/her freshman year must meet all criteria dating back to the beginning of his/her freshman year.

Citizenship Guidelines

Students participating in the A+ Schools Program must maintain a record of “good citizenship” to qualify for post-secondary 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 credible citizen and be judged so by the proper school authority certifying the list of students for participation. A student will be eligible by consistently adhering to the school rules, the A+ Program rules, and the character traits adopted by the district.

All A+ students are expected to adhere to the policies, rules, and regulations of the Lee’s Summit Academy and exercise positive citizenship at all times.

Disqualifications

- Possession, use or distribution of alcohol, drugs or narcotics
- Possession of drug paraphernalia
- Criminal activities as defined by the Safe Schools Act
- Possession of a weapon (under provision of Ch. 571 MO Revised Statutes)
- Assault on a student
- Intimidation or physical threat of staff
- Vandalism/theft
- False fire alarm/bomb threats and misuse of emergency equipment
- Serious sexual misbehavior/exposure
- Possession of dangerous items
- Dangerous behavior

Appeals

The following process may be used by students/parents to appeal a disciplinary decision that may affect the student's A+ qualification:

1. Students/parents may appeal a disqualification decision that is made dealing with discipline or probation. Anyone making an appeal should use the "A+ Appeal of Citizenship Form" available from the A+ Coordinator.

2. The basis of the appeal must be submitted in writing through the office of the A+ Coordinator.

Citizenship Appeal Process

Students and parents or guardians may appeal an A+ disciplinary decision using the following process:

1. Students and parents/guardians will have 15 calendar days to appeal a decision that is made dealing with discipline using the A+ Appeal of Citizenship Form available from the A+ Coordinator. The appeal must be made in writing through the A+ Coordinator. (A sample is included in the back of this handbook.)
2. Within 10 days of receiving a written appeal, the A+ Coordinator will convene the A+ Attendance and Citizenship Review Team. The team will be composed of a guidance counselor, a principal, two teachers, and one advisory committee member. The parent/guardian and students must appear in person before the Review Team.
3. The A+ Coordinator will act as facilitator and non-voting member of the Attendance and Citizenship Review Team. After the team reaches a decision, the A+ Coordinator will notify the parents/guardian by letter within five calendar days. If further appeal is necessary, due process guidelines must be followed, starting with the Superintendent.

The Review team could be made up each year of:

- A. Business person(s)
- B. Labor leaders
- C. Parents
- D. Community college and postsecondary career-technical schools
- E. Senior citizens
- F. Teachers
- G. School Board Members

Exemplary Attendance

A+ Program students must attend school 95% of the time. If an A+ Program student earns exemplary attendance rewards, the days missed still negatively impact the attendance percentage for A+ purpose.

Attendance for the A+ Program is based solely on regular school days.

Attendance Waiver Guidelines

Anyone submitting a request for an A+ waiver of days missed shall provide the A+ Coordinator with the following official documentation:

Excused absences

Documentation needed

Hospitalization	Letter signed by the doctor
Chronic health problems nurse	Letter from doctor & school
Personal/Family calamity (fire, flood, etc.)	Principal's letter
Catastrophic illness (long-term) (with recommendation for homebound instruction.)	Principal's/Doctor's letter

Reasons not allowable for waiver

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

- Truancy/Skipping classes/school
- Taking school time for any personal activity not included in waiver guidelines (examples: shopping, hair appointments)
- Out-of-School suspensions for any reason
- Personal/family vacation
- Transportation problems

Attendance requirements for A+ are not to be confused with general attendance requirements as stated in the Lee's Summit Academy Handbook. These requirements are different. The A+ program may not excuse what is an excused absence by the school.

Senior Requirements

The senior year is a very busy time of year, and it is important that certain things be accomplished so A+ benefit can be utilized upon graduation. Remember that if these following things are not done, A+ benefit cannot be granted.

FAFSA (Free Application for Federal Student Aid)

A+ participants and their parents are required to complete and submit with the government as a good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment. Information reported on FAFSA is required by post-secondary institutions to complete the enrollment process.

- Parents must complete the online FAFSA form. The FAFSA information must be available to the public community college or vocational/technical school that the student is planning to attend.
- Parents of seniors are encouraged to apply as soon as possible after October 1. The FAFSA must be submitted online at www.fafsa.ed.gov by the April 1 deadline. (Lee's Summit Academy does not have access to personal information submitted with the FAFSA.)
- Per program requirement, reimbursement from the state will be given only after federal funds that do not require repayment have been applied.

Tutoring hours

Now is the time to make sure you have completed all of your tutoring hours by contacting the A+ Program Office. We would be happy to help you. All hours must be finished prior to walking across the graduation stage.

GPA, Citizenship, and Attendance

You need to make sure that you earn a non-weighted cumulative 2.5 GPA, you maintain good citizenship, and you attend school 95% of the time. Remember that, in accordance with state requirements, we do not round GPA or attendance.

Register for Selective Service

If you are a male, you need to register for the selective service when you turn eighteen. This can be done online (<http://www.sss.gov>) or at the US Post Office.

Notification of A+ Status

The A+ Coordinator upon graduation will review official certification of A+ senior. Eligible A+ graduates will be submitted to the Missouri Department of Higher Education (MDHE) in June after graduation and then documented on final transcripts.

Contact Post-Secondary Institutions

Prior to graduating from high school, we would advise you to get in touch with the A+ Coordinator at the college or technical school of your choice to make sure you know what will be needed from you in order to make a smooth transition to their institution.

Requirements for A+ students maintaining eligibility after high school graduation.

To maintain eligibility while attending a Missouri public community college, or vocational/technical school, the student must:

- Enroll in and attend on a full-time basis a Missouri public community college or vocational/technical school.
- Students are eligible to receive benefits up to four (4) years from the date of their high school graduation or up to a total of six (6) semesters.
- Maintain a non-weighted grade point average of 2.50 or higher on a 4.0 scale.

For more information, you can visit Missouri Department of Higher Education (MDHE) at <http://www.dhe.mo.gov/aplusscholarship.html>

Four Year Colleges Offering A+ Scholarships/Incentives

This list may be incomplete or offerings may have changed. Contact individual colleges and universities regarding any A+ Scholarships offered as well as their requirements, deadlines and other qualifying conditions.

Avila University Kansas City, MO www.avila.edu	A+ Recognition Scholarship \$500 annually for full time freshman
Columbia College Columbia, MO www.ccis.edu	A+ Program Grant Up to \$2500 renewable award to new freshman
Culver-Stockton College Canton, MO www.culver.edu	A+ Scholarship \$1,500 may be available to first year students
Drury University Springfield, MO www.drury.edu	A+ Scholarship \$1000 annual award Check for Deadlines.
Evangel University Springfield, MO www.evangel.edu	Missouri A+ Recognition \$1,000 per year Limited Scholarships available. Check for deadlines and requirements.
Fontbonne University St. Louis, MO www.fontbonne.edu	A+ Scholarship \$1,000
Hannibal-Lagrange University Hannibal, MO www.hlg.edu	A+ Acknowledgement Scholarship \$3,000 award
Kansas City Art Institute Kansas City, MO www.kcai.edu	A+ Scholarship \$1,000 for four years Student must notify KCAI during application process.
Lindenwood University St. Charles, MO www.lindenwood.edu	A+ Scholarship Award varies. Please see website for additional information.
Missouri Southern State University Joplin, MO www.mssu.edu	A+ Leadership Scholarship \$1000 Renewable per academic year Limited number available. Check for deadlines and requirements.

Missouri State University Springfield, MO www.missouristate.edu	A+ Recognition Scholarship \$500 per year/may be renewable for four years 100 available- Must apply by January 15th
Missouri Western State University St. Joseph, MO www.missouriwestern.edu	A+ Scholarship \$2000 with 3.0 GPA Renewable 4 semesters with 3.25 GPA
Missouri Valley College Marshall, MO www.moval.edu	A+ Incentive Scholarship Half tuition for Resident students only
Northwest Missouri State University Maryville, MO www.nwmissouri.edu	A+ Scholarship Accepted for admission by April 1 \$1500 per year; renewable for one year Limited number awarded Cumulative GPA is at least 3.30 to renew
Park University Parkville, MO www.park.edu	A+ Recognition Scholarship \$3000 Awarded, Renewable for four years. See website for requirements.
Southeast Missouri State University Cape Girardeau, MO www.semo.edu	Value of Award may vary. See website for additional information.
Stephens College Columbia, MO www.stephens.edu	A+ Certification considered in overall financial aid award.
Truman State University Kirksville, MO www.truman.edu	A+ Recognition Scholarship \$500 per academic year.
University of Missouri-Kansas City Kansas City, MO www.umkc.edu	A+ Recognition Award \$1500 Apply prior to January 15. See website for additional requirements and information.
Webster University Several MO locations www.webster.edu	A+ Scholarship \$1000 or more, see website for details Apply by Feb. 1.
William Jewell College Liberty, MO www.jewell.edu	No A+ Scholarship, but At+ Certification on transcript may allow for consideration for additional financial aid opportunities. Contact financial aid office for additional info.
William Woods University Fulton, MO www.williamwoods.edu	A+ Scholarship \$1000 per year

Eligible A+ Community Colleges and Vocational Technical Schools

Arcadia Valley Career Technical Center

Boonslick Technical Education Center

Brookfield Area Career Center

Cape Girardeau Car & Tech

Center Car & Tech

Center at Ft. Osage

Carrollton Area Career Center

Carthage Technical Center

Cass Career Center

Clinton Technical School

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 & Tech Center

Herndon Career Center

Hillyard Technical Center

Jefferson College

Kennett Career & Tech Center

Kirksville Area Tech Center
Lake Career & Technical Center
Lamar Area Tech School
Lebanon Tech & Career Center
Lewis & Clark Career Center
Lex La-Ray Technical Center
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 Tech Center
New Madrid R-I Tech Skills Center
Nichols Career Center
North Central Career Center
North Central Missouri College
North Technical Eligible A+ Community Colleges and Vocational Technical Schools
Northland Career Center
Northwest Technical School
Ozark Mountain Technical Center
Ozarks Technical Community College
Pemiscot Co Career & Tech Center
Perryville Area Car & Tech Center
Pike/Lincoln Technical Center
Poplar Bluff Tech Career Center
Ranken Technical College
Rolla Technical Institute
Saline County Career Center

Sikeston Career & Tech Center
South Central Career Center
South Technical
Southwest Area Career Center
St. Charles Community College
St. Louis Community College
State Fair Community College
State Technical College of Missouri
Three Rivers Community College
Unitec Career Center
Warrensburg Area Career Center
Waynesville Technical Academy

A+ Participation Agreement

Lee's Summit Academy

I _____, have hereby read and agree to the following eligibility provisions established in the Outstanding Schools Act of 1993:

- Attended a designated A+ school for three (3) consecutive years prior to graduation
- Graduate from high school with a 2.5 grade point average on a 4.0-point scale
- Have at least a 95% attendance record for the four-year period (35 days)
- Perform 50 hours of unpaid tutoring
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol
- Avoid the use of tobacco and tobacco products
- Register for Selective Service, if applicable
- Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment, such as the Pell Grant
- Copy of students Social Security Number card on file with the school
- Beginning with the high school senior class of 2015, have achieved a score of proficient or advanced on the Algebra I end of course exam

Be it understood that in exchange for meeting or exceeding the above criteria, the above-named student may be eligible for reimbursement as established in the Outstanding Schools Act of 1993. This reimbursement is **DEPENDENT ON STATE FUNDING**. Said reimbursements are the responsibility of the Missouri General Assembly and the Department of Elementary and Secondary Education and not the Lee's Summit Academy School District. Reimbursements are described as:

- The cost of tuition, subject to legislative appropriation, to any public community college, vocational or technical school in the State of Missouri for any student that has made a good faith effort to secure all available sources of funding that can be applied.
- The period of eligibility shall be for a maximum period of two (2) years (six semesters) during the four (4) year period immediately following graduation. A+ benefits end upon receiving a degree or certificate.

Hereby signed and agreed to on the _____ day of _____, 20_____.

_____ (Student) _____ (Year of Graduation)

_____ (Parent/Guardian)

_____ (A+ Coordinator) Received _____

Lee's Summit Academy
A+ Program
Appeal of Attendance Form

Student Name _____

Date _____

Parent Name _____

Parent Address _____

City _____

State _____ Zip Code _____

Phone # _____

Parent Signature _____

Student Signature _____

This request is to appeal the school absence(s) for the following: (Please check the appropriate boxes)

SEMESTER: Fall Spring SCHOOL YEAR:

APPEAL WILL BE: In Person In Writing

In the space below, please indicate the date(s) of the absence(s) and the reason for the request to be reviewed.
If additional space is needed, please attach another sheet of paper.

DATE OF ABSENCE

REASON FOR ABSENCE

Lee's Summit Academy
A+ Program
Appeal of Citizenship Form

Student Name _____

Date _____

Parent Name _____

Parent Address _____

City _____

State _____ Zip Code _____

Phone # _____

Parent Signature _____

Student Signature _____

This form must be forwarded to the A+ Office within 15 days of the date of the disciplinary action occurred.
Parents will be notified of a hearing date scheduled within 10 days of the appeal notice.

Office Completion Form

Student Name _____

Checklist (FOR A+ OFFICE USE ONLY)

- _____ Application complete
- _____ U.S. citizenship verified
- _____ Math proficiency verified
- _____ Enrollment dates verified /records requested
- _____ Discipline record checked
- _____ Mentoring/Tutoring record verified
- _____ Attendance verified
- _____ GPA verified

Student certifications:

- _____ FAFSA completed
- _____ Selective Service registration completed, if applicable

Lee's Summit Academy

Assurance of Compliance For A+ Tutors/Mentors

I have read and I understand the information contained within the Lee's Summit Academy A+ Manual. I realize the importance of following the guidelines set forth within this manual and the impact that I may have on the student(s) I will be tutoring or mentoring. I understand that failure to abide by the guidelines established for the A+ tutors/mentors could result in my removal from the program making me ineligible for A+ benefits. My performance and presence must be beyond reproach. I am representing my school, my community and myself. I pledge to comply by all the standards outlined and set forth in the Lee's Summit Academy A+ Tutoring/Mentoring Agreement (page 21) and to put forth my very best as an A+ tutor.

Signature of A+ Candidate

Date Pledge Signed

Citizenship Guidelines and Eligibility Acknowledgement

Students who participant in the A+ Schools Program must be good citizens and judged so by the proper school authorities.

Disqualifications:

Parents will be notified by the A+ School’s office if disqualification results from any of the following:

- Student involvement with drug or alcohol use and/or abuse during any activity associated with LSA. Any violation will result in automatic removal of the student from the LSA A+ Program.
- Failure to demonstrate respect for authority, faculty, school property, and 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.
- Any violation of the Safe Schools Act. (including but not limited to: assault, weapons, and drug distribution).
- Any felony conviction.
- Accumulation of more than one day of in or out of school suspension during high school for offenses other than alcohol/drugs or violations of the Safe Schools Act.

Citizenship Appeal Process:

Citizenship appeals may be directed to the A+ Schools Appeals Committee when a student believes that he/she has been declared ineligible unfairly. To appeal, the student or parent/guardian must notify the A+ Schools Coordinator in writing of his/her intent to appeal within 10 days of receiving an ineligibility letter.

An A+ Appeals Committee shall hear the appeal within 10 days of receiving a written request and return its decision to the student in writing. The A+ Schools Appeals Committee will consist of members as stated in the manual and the A+ Coordinator (who will be a non-voting member in the appeals process). The student may not appeal the A+ Appeals Committee’s decision.

Student Name (<i>print</i>)	Date	Parent Name (<i>print</i>)	Date
Student Signature	Date	Parent Signature	Date

Citizenship Guidelines and Eligibility Status

Student Name: _____

The conduct of the student listed is in accordance with the standards of good discipline. He/she is considered a creditable citizen and therefore meets the citizenship requirements of the A+ Schools Program.

The conduct of the student listed has resulted in disciplinary probation. Further violation of citizenship guidelines will result in ineligibility for the A+ Schools Program.

Reason for Probation:

Terms of Probation:

The conduct of the student listed above does not meet the requirements of the A+ School Program. The student is ineligible for participation in the A+ Schools Program.

Safe School Violation (if Applicable):

Other reason(s) for disqualification:

Administrator Signature

Date

Tutoring/Mentoring Agreement

Student Mentor/Tutor Agreement

A+ student must perform 50 hours of unpaid mentoring/tutoring. All tutoring/mentoring must be:

- Pre-approved by the A+ Coordinator.
- Performed under the direct supervision of an approved supervisor.
- Performed at an approved location.
- Accomplished during the four-year span from 9th-12th grade, whether during the school year or during summer break.
- Directly related to teaching/mentoring skills to peers or younger students.
- Completed by graduation.
- Placement priority will be given to upper classmen.

Freshmen will not receive tutoring placement until they have completed one semester meeting the criteria for academics, citizenship, and attendance.

As a student earning tutoring hours through the LSA A+ Schools Program, I accept the responsibility to:

- Obtain approval for tutoring /mentoring assignments from the A+ Coordinator.
- Provide 50 hours of unpaid tutoring in approved settings.
- Arrive promptly and attend regularly. (In the event of an emergency that prevents my attendance, I will notify both the A+ Mentoring Coordinator and my mentoring supervisor.)
- Be sensitive to the needs of all students and respect the principle of confidentiality.
- Wear clothing appropriate to the activity.
- Follow LSA disciplinary guidelines.
- Maintain a log sheet with required signatures.
- Turn in log sheet to the A+ Coordinator at the end of each month that tutoring occurs.
- I agree to accept the opportunities and obligations associated with the tutoring component of the LSA A+ Schools Program.

I understand that I will no longer be eligible for incentives through the A+ Schools Program if I am dismissed from the program for failure to comply with these guidelines.

Student Signature

Date

My son/daughter has discussed with me the tutoring component of the LSA A+ Schools Program. I give my permission and support for him/her to participate in the required tutoring activities. I understand that my son/daughter (not the school district) is responsible for his/her transportation to and from these activities.

Lee's Summit Academy
Tutor/Mentor Log

Date	Location	Description of Activity	Time	Supervisor Signature
Total Accumulated Hours				

Student Signature

Date