Marshfield High School

A+ Manual



As part of the Outstanding Schools Act in 1992, the A+ Schools Program was established to create a variety of academic, vocational, and technical education opportunities for all students. Through A+ all students have more opportunities to explore various career options and start preparing for future workplace experiences.

The A+ program has the following goal: To ensure that all students graduate from high school to a college, a post-secondary vocational or technical school, or a high wage job with workplace skills development opportunities.

A+ Program Overview

Graduates of designated A+ Schools who successfully complete the requirements of the A+ Program may be eligible to receive reimbursement for the cost of tuition and general fees at any Missouri public community college or vocational/technical school.

Purpose of This Manual

This manual is designed to provide students, parents, and staff with important information regarding the guidelines and policies of the Marshfield High School A+ Schools Program. It is the responsibility of the school to ensure that A+ designation is achieved and maintained. Students and parents are responsible for reading, understanding, and complying with all program requirements.

Eligibility

Marshfield students wishing to enroll in the A+ Program must meet the following requirements:

Legal Residency
All students must be a U.S citizen or permanent, legal resident of the United States.

Sign a Written Agreement to Participate
Students may agree to participate at any time during their high school career. However, it is strongly recommended they enroll as early as possible to allow sufficient time to complete tutoring hours. Students must sign the A+ Program Participation Agreement in Infinite Campus.

Attend an A+ Designated School for Two Consecutive Years Prior to Graduation
Students must attend an A+ designated school for two years consecutively. If a student transfers to/from Marshfield from/to another A+ designated school, they can maintain their A+ eligibility.

Earn a Cumulative 2.5 GPA (Non-Weighted)
Marshfield High School students must graduate with a cumulative, non-weighted GPA of **2.5 or higher on a 4.0 scale**. No rounding; a GPA below 2.5 does not qualify. The official transcript verifies GPA for all four years.

Maintain at Least a 95% Attendance Rate
Students must maintain a minimum 95% attendance rate during their high school years, which equates to missing no more than approximately 7.45 days per school year. *The A+ Program does not recognize any absences as excused; all absences count equally. Only days and times included in Average Daily Attendance (ADA) are used to calculate the 95% attendance requirement.*

Maintain a Record of Good Citizenship
Students must maintain good citizenship by avoiding unlawful use of drugs and alcohol and representing themselves positively both in and out of school. Disciplinary actions may impact citizenship status.For additional details on citizenship eligibility, see the Code of Conduct Policy below.

Perform 50 Hours of Mentoring
Students must complete 50 hours of unpaid tutoring or mentoring through a school-sponsored program, supervised by a Marshfield teacher. Up to 25% of these hours (12.5 hours) may be fulfilled through job shadowing.

Score Proficient or Advanced on Algebra 1 EOC
Students must meet the A+ math requirement by either:

- Scoring proficient or advanced on the Algebra 1 End-of-Course (EOC) exam or a higher-level math EOC designated by DESE, or
- Achieving a qualifying score on the math section of the ACT with the corresponding GPA:
    - ACT Math score of 17 or higher with a GPA of 2.5 or above
    - ACT Math score of 16 with a GPA of 2.8 or above
    - ACT Math score of 15 with a GPA of 3.0 or above

Complete the FAFSA (Free Application for Federal Student Aid)
Students must make a good faith effort to secure all available federal postsecondary student financial aid that does not require repayment by completing the FAFSA form. Parents must file the FAFSA prior to the student's graduation.

Attendance Waiver Guideline

Requests for an A+ attendance waiver must be submitted to the A+ Coordinator by **May 1 of the student's senior year**, with documentation that includes specific dates and signatures from appropriate authorities.

Reason for Absence	Required Documentation
Hospitalization	Physician's letter
Chronic health condition	Physician's letter
Court appearance	Court letter
Funeral	Parent letter, obituary, or memorial
Religious holiday	Minister's letter
Personal/family crisis	Principal or counselor's letter
Catastrophic illness/injury	Physician's letter

Waivers will NOT be granted for:

- Truancy
- Suspension
- Family vacations
- Transportation issues (except late bus)

Once submitted, the A+ Coordinator will review the request and respond in writing within **5 days** with one of the following outcomes:

- **Approved**: Some or all absences waived (attendance percentage remains unchanged; a note is placed on file)
- **Denied**: Some or all absences not waived

Please note: Waived days do not alter the official attendance percentage due to state reporting guidelines.

Code of Conduct Policy

In a given school year, students must demonstrate good citizenship to remain eligible for the A+ Program. This includes appropriate behavior both in and out of school. Violations of the Code of Conduct that result in disciplinary actions may impact eligibility.

Disciplinary Infractions That Affect A+ Eligibility
The Assistant Principal will conduct an annual review of each A+ student's citizenship record. Citizenship certification will consider the student's overall disciplinary record both at school and within the community. For senior students, the administration will make a final decision regarding citizenship status during the second semester.

- In-School Suspension (ISS):
    - 1–15 days of ISS assignments: *May result in a citizenship warning. Continued eligibility is possible but subject to review by the A+ Coordinator.*
    - 17+ days of ISS assignments: *Will result in a citizenship review, which may lead to ineligibility from the A+ Program.*

- Out-of-School Suspension (OSS):
    - Any OSS assignment will result in an automatic review of A+ eligibility.
    - Multiple OSS assignments (more than one) will typically result in immediate removal from the program unless exceptional circumstances apply and an appeal is granted.

The following serious offenses may result in a removal from the A+ Program:
- Possession or use of alcohol, tobacco, or illegal drugs on or off campus
- Threats of violence, physical assault, or weapon possession
- Violations of the Missouri Safe Schools Act (outlined in the MHS Student Handbook)

Citizenship Review
A student who violates the Citizenship requirement will be notified in writing that he/she has been: 1) placed on citizenship probation until graduation, or 2) removed from the A+ Program. Students removed due to disciplinary issues may submit an appeal within 15 calendar days of notification. See the "Citizenship Review Process" section for full appeal procedures.

Citizenship Review Process

Students and parents have 15 calendar days to appeal a removal from the A+ Program due to disciplinary issues. Appeals submitted after this deadline will not be accepted.

Review Process
A review committee—made up of the Assistant Principal, A+ Coordinator, one teacher, and two A+ Advisory Board Members. The student being referred will be allowed to select an additional teacher to sit on the committee as a non- voting representative. The committee will evaluate the appeal and take one of the following actions:

- Probationary Period
- Removal from the A+ Program

Students and parents are invited to attend the review meeting; however, attendance is not required. The A+ Coordinator will notify the student and parent/guardian of the committee's decision. The decision will be provided in writing within five (5) school days. The student will have the right to appeal any decision of the A+ Appeals Committee to the Marshfield Board of Education. All A+ appeals must be made no later than the June Board meeting of the year of graduation. The appeal to the Board of Education shall be conducted in a manner determined by the Board of Education at its discretion. There shall be no entitlement to a Contested Case or other formal hearing.

Students and parents should note that this appeal process is not intended to allow participants to avoid removal for actual violation of the program standards or to seek leniency when an appropriate consequence has been imposed for conduct that has occurred. The appeal process is simply designed to prevent probation or removals from being based on the inaccurate or incomplete information

A+ Mentoring

The Marshfield A+ Schools Mentoring Program is designed to provide:

- A meaningful service activity
- Academic assistance to students
- Role modeling opportunities for younger students
- A+ participants with opportunities to fulfill the mentoring requirement for A+ tuition reimbursement

1. Guidelines for mentoring to qualify for A+ schools tuition reimbursement have been established in accordance with the requirements set by the Missouri Department of Elementary and Secondary Education. Students must complete a specified number of mentoring hours.
2. Mentoring activities must be part of an approved program, conducted under the direct supervision of a certified Marshfield staff member, and involve Marshfield public school students.
3. Students can earn mentoring hours outside of the mentoring course, provided they receive pre-approval and submit the necessary documentation. Additionally, students may also accumulate mentoring hours by enrolling in the mentoring course.
4. Students may select or be assigned a supervising teacher, who must provide written permission before the mentoring experience begins. All supervising teachers must be approved by the A+ coordinator and high school principal prior to the start of the mentoring.

All mentoring hours must be verified by the signature of the supervising teacher. Mentoring time must be recorded and documented on the A+ Mentoring Log, available from the A+ coordinator. Maintaining the mentoring log is the tutor's sole responsibility, and completed logs must be submitted to the A+ coordinator.

Tuition Benefits

Students who complete the requirements of the A+ Program may qualify for reimbursement of tuition and general fees while enrolled in a Missouri public community college or vocational/technical school. General fees refer to charges applicable to all students, such as parking and activity fees. However, special program fees, including costs for books, laboratory supplies, uniforms, and equipment, are not covered by A+ tuition benefits.

- A+ students are not required to utilize these tuition benefits, which are earned individually and cannot be transferred to other students.
- Receiving private scholarships will not impact a participant's eligibility for A+ tuition benefits.
- Financial need does not influence eligibility for A+ tuition benefits. Nevertheless, participants must complete a FAFSA to ensure they are not eligible for any non-repayable financial aid.

A+ participants who graduate early can access A+ tuition benefits in the semester immediately following graduation, provided they meet all other eligibility criteria. Students utilizing A+ funds early must maintain a minimum GPA of 2.5, or they will forfeit A+ benefits for the subsequent semester.

Marshfield High School A+ Program Timeline

Freshman & Sophomore Years

- Learn about the A+ Program through classroom presentations.
- Understand A+ attendance and citizenship requirements.
- Sign and return the A+ Participation Agreement to the A+ Coordinator.
- Begin working on the 50 hours of tutoring/mentoring and 20 hours of approved community service.

Junior Year

- Continue or begin A+ Mentoring

    - Enroll in the mentoring course if needed
    - Record hours on the official A+ mentoring log.
    - Submit logs in the approved format to the A+ Coordinator.
- Monitor your GPA, attendance, and citizenship status.

Senior Year

- September
    - Schedule a meeting with the A+ Coordinator by October 15.

- November
    - Check A+ status by the second Friday in November.
    - Final deadline to submit the A+ Participation Agreement is the second Friday in November.
- February
    - Complete the FAFSA (Free Application for Federal Student Aid).
    - Schedule a final A+ review meeting with the A+ Coordinator.
- March / April
    - Ensure all tutoring and service logs are completed and submitted.
- May
    - By the first Friday in May, submit the following to the high school office:
      FAFSA confirmation (printed copy or email)
        - Attendance waiver form (if applicable)
        - Completed tutoring and community service logs
        - Transcript request form for your college of choice