

A+ SCHOOLS PROGRAM

Braymer C-4 School District



Student/Parent Handbook

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Purpose of this Handbook

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 handbook is to provide students, parents and staff with information about the guidelines and policies of the A+ Program in the Braymer C-4 School District. It is the responsibility of the school to ensure that designation is achieved and maintained. It is the responsibility of the students and parents to read, understand and comply with program requirements.

Any questions about this handbook or the A+ Schools Program should be directed to Mr. Chadwick Boyles, A+ Schools Coordinator, at (660) 645-2284.

This manual contains sample forms for the A+ Program. Students may obtain copies of forms as needed from Mr. Chadwick Boyles, A+ Coordinator.

Students may obtain the Intent to Access Tuition Benefits Form during the second semester of their senior year; it should be completed and returned to the Counselor's Office. Students will utilize the Citizenship & Attendance Appeal Form(s) only if they do not meet the citizenship or attendance requirements as stated in this handbook by their senior year – please read related pages in this manual.

Goals of the A+ Program

1. All students will graduate from high school.
2. All students will complete a selection of high school studies that is challenging and for which there are identified and measurable learner expectations.
3. All students will proceed from high school graduation to a traditional college or post-secondary vocational or technical school, or high wage job with workplace skill development opportunities.

Participation Requirements

- The high school from which the student graduates must meet and maintain all the requirements for A+ school designation.
- 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.
- The student must meet all the criteria outlined in the A+ Schools Program and the program agreement in which the student and parent/guardian will sign.

Eligibility

To be eligible for the A+ tuition benefit, students must be certified by the high school. To qualify for certification, students must sign an A+ agreement and successfully complete the following requirements:

- Be a U.S. citizen, eligible non-citizen or lawfully present in the U.S.
- Enter into a written agreement with your high school prior to graduation.
- Attend an A+ designated school for 2 years (grades 10, 11, 12) prior to graduation.
- Graduate with an unweighted, unrounded cumulative GPA of 2.5 on a 4.0 scale.
- Graduate with a minimum 95% ADA (Average Daily Attendance) record over 8 semesters.
- Perform 50 hours of unpaid tutoring or mentoring to younger students in the district, of which up to 25%(12.5 hours) may include job shadowing.
- Beginning with the class of 2015, students must score proficient or advanced on the Algebra I End-of-Course Exam. (This requirement may be waived after completing one semester of post-secondary education with a 2.5 GPA or better.)
- Model good citizenship at school and in the community.
- Avoid the use of illegal drugs and alcohol.
- Make a good faith effort to secure all available federal financial aid by completing the Free Application for Federal Student Aid (FAFSA).

To Maintain Eligibility:

- Enroll and attend a Missouri community college or post-secondary vocational/technical school on a full-time basis and maintain a GPA of 2.5 or higher.
- Be seeking a degree at the institution in which you are enrolled.
- Not be pursuing a degree or certificate in theology or divinity
- Make a good faith effort to secure all available federal financial aid by completing the FAFSA EACH academic year. If you are attending an institution that does not participate in Title IV programs, you must complete the FAFSA4caster, which is a tool for estimating your level of need for federal financial aid.

A+ Program Enrollment

A+ participation is voluntary. Students may participate in the program by completing and returning an A+ Agreement to the A+ Coordinator. Agreements are available from the A+ Coordinator.

Students should try to begin their participation in the A+ Program at the beginning of their freshman year. Enrolling in the program early allows students and parents to focus on the goals of the program.

A file of active and inactive A+ Program Agreements is maintained in the A+ Coordinator's office.

There is no specific deadline for enrolling in the A+ Program. A student can enroll at any time as long as the student realizes that he/she must complete all program requirements, including the 50 hours of tutoring and mentoring.

Notification of A+ Status

The A+ Coordinator will review all records of graduating A+ students and will have a mandatory A+ Senior Review with all A+ seniors. All A+ documentation must be turned in to the A+ Coordinator no later than May 1st. After graduation, the names of eligible students will be submitted to the Principal and Counselor as well as to the A+ Office. Students and parents will be notified and the student's transcript will reflect A+ status.

Student A+ status letters will be sent to the parents shortly after the end of each semester.

Tuition Benefits

Students who successfully complete the requirements of the program are eligible to receive tuition reimbursement for 105% of the hours required for the program in which the student is currently enrolled at a designated community college or vocational/technical (state funded) school in Missouri.

Early graduation is discouraged. A+ participants who elect to graduate early are not eligible to access A+ tuition benefits until their respective class has graduated. To maintain eligibility (at college) students must be enrolled as full-time students as defined by the post-secondary institution, enrolled in an approved program, and maintain a minimum grade point average of 2.5 on a 4.0 scale.

Participants are under no obligation to use the A+ tuition incentive. The tuition incentive is earned by each individual and is not transferable to any other student.

Receipt of private scholarships will not affect any student's eligibility to participate in the A+ program.

A "good faith" attempt has been made when the student has completed and filed a copy of the FAFSA with the college or vocational/technical institution.

Financial need is not a factor in determining student eligibility for the A+ tuition incentive. Participants will have up to four years (from the date of high school graduation) to access the A+ tuition incentive.

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.

Grade Point Requirement

Eligible participants must graduate with a cumulative minimum unweighted, unrounded grade point average of 2.5 on a 4.0 grade scale. For purposes of this program, grade point average represents the actual figure and is not rounded (2.499 is not 2.5).

It is the responsibility of each participant to closely monitor his/her grade point average. Final determination of A+ eligibility cannot be made until an A+ participant graduates and his/her final GPA is calculated.

Attendance

A+ participants are expected to attend school regularly. A+ participants must graduate with a minimum cumulative (grades 9-12) attendance rate of 95%. The A+ Program makes no distinction between excused and unexcused absences.

Attendance is based upon Monday through Friday when school is in regular session. Only the days and times, which are calculated for Average Daily Attendance (ADA), will be used to determine the 95% attendance requirement. Attendance is calculated in minutes therefore coming to school late will affect a student's overall attendance percentage.

The A+ attendance policy allows relief in cases where the absence was beyond the control of the A+ participant. Requests for Attendance Waivers must be filed in accordance with the established policy guidelines. Each A+ participant should read and understand the attendance policy.

It is the responsibility of each A+ participant to closely monitor his/her attendance. Semester updates will be mailed to the homes of A+ participants.

Attendance Waiver Guidelines

Documentation to support a request for an A+ attendance waiver must be submitted to the A+ Coordinator's Office no later than May 1st of the current calendar year. Documentation must include specific dates accompanied by the signature(s) of the appropriate person(s).

Reason for Absence:	Documentation Required:
Hospitalization/Chronic Health Problems Catastrophic Illness/Injury to Student	Physician's Letter
Court Appearance	Court Letter
Funeral	Parent Letter and a Copy of Death Certificate, Obituary, or Memorial Pamphlet
Religious Holiday	Minister's Letter
Personal/Family Calamity	Parent and School Counselor's Letter

Attendance Waivers will NOT be granted for the following:

- Truancy/Skipping
- Suspension
- Personal/Family Vacation
- Routine Doctor Visits
- Dentist or Orthodontist Visits
- Transportation (unless late bus)
- Employment or Work Reasons

A+ attendance requirements are not to be confused with the general attendance requirements as printed in the Braymer High School Handbook.

Attendance Appeals

Students in the A+ Program who feel they have been declared ineligible unfairly may appeal to the A+ School Appeals Committee. In cases of appeal, the student/parent/guardian must notify the A+ School 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 the following individuals: principal in charge of the A+ Schools Program, the A+ school coordinator, and a high school teacher. The principal from the school of the student who is appealing will facilitate the appeal. Appeals will be considered at semester or the end of the school year when the student is declared ineligible.

After the Appeals Committee reaches a decision, the A+ Coordinator will notify the parents by letter within five calendar days.

Students may appeal the A+ Appeals Committee's decision to the Superintendent.

A+ Tutoring

A+ participants must perform a minimum total of 50 hours of unpaid tutoring or mentoring. For purposes of the program, community service is not considered to be an acceptable substitute for tutoring.

Tutoring must be performed in the Braymer C-4 School District building in an approved program. Tutoring must be performed with Braymer public school students.

Tutoring time must be documented on the official A+ Tutoring Log. These logs are available in the A+ Coordinator's office. No other record will be accepted. All tutoring logs should be turned in at the end of each quarter.

Tutoring guidelines for the A+ Program need to be picked up in the A+ Coordinator's office. The participant is responsible for maintaining his/her tutoring log accurately, obtaining the necessary signatures and for submitting the log to the A+ Coordinator in a timely manner. No credit will be awarded for logs that are misplaced or stolen – **no exceptions**.

The student is allowed to count 25% (12.5 hours) of student tutoring hours from job shadowing. For a student to use job shadowing hours as part of their tutoring hours, they must complete the job shadowing verification form and turn it into the A+ Coordinator's office.

Job Shadowing

Purpose: A job shadow experience provides students the opportunity to visit a place of employment to learn first hand what employees experience each day in their careers. The goal is to learn as much as possible by observing, listening, asking questions, and taking good notes. You will shadow a person or maybe many different people, and observe what they do as part of their job duties.

A+ Hours Job Shadowing: Job Shadowing may meet part of your A+ tutoring hours requirement. Up to 12.5 hours of job shadowing can count toward this requirement. As documentation, please complete the Record of Experience form and return to Mr. Boyles.

Process: Each student is allowed one day per school year as an excused absence for job shadowing. This needs to be arranged through the office and your counselor in advance. You need to complete the Job Shadowing Day Application and return to Mr. Boyles by the deadline if you are participating in this event. Also, students must complete the permission slip with the application, and student absence form and return to Mr. Boyles prior to the absence. For the experience to be considered an excused absence and obtain A+ hours, you must complete the Record of Experience form and return to Mr. Boyles.

Illegal Drugs/Alcohol

Any involvement with illegal drugs or alcohol (use, manufacture, possession, transport, distribution, under the influence, or sale) at school or in the community will result in the immediate and permanent removal of the participant from the A+ program. An A+ student will not possess, sell, transfer, distribute, or use any drug (1) on school property, (2) at school events or activities away from campus, or (3) off-campus during non-school or school hours. In other words, drug possession, sale, transfer, distribution or use is not permitted regardless of location and time of day. For purposes of this rule, the term "drug" includes any illegal drug, alcoholic beverage, illegally possessed prescription drug, controlled substance, or drug paraphernalia.

Involvement will have been established when the A+ student has a civil conviction of, suspension from school, or pleads guilty to the use, manufacture, possession, transport, distribution, under the influence, or sale of a controlled substance, including alcohol.

Free Application for Federal Student Aid (FAFSA)

A good faith effort has been made when the participant and his/her parents have completed and filed the FAFSA with the U.S. Government. The information found on the FAFSA is required by post-secondary institutions to complete the enrollment process.

FAFSA forms are available online (<http://www.fafsa.ed.gov>) in October of the year of graduation. Students must bring/email a copy of the first page of their Student Aid Report (SAR) to the A+ Coordinator no later than April 1st of their graduation year.

Accessing Tuition Benefits

It is critical to the integrity of the A+ Program that A+ participants pay strict attention to all the guidelines, rules and policies that govern the program.

Some control is given to local school districts in establishing policy and administering the A+ Program. Most of the rules governing the administration of the program are found in state statutes and are not subject to local amendment.

The tuition benefits are not automatically bestowed on A+ participants who have successfully completed the A+ requirements. To be eligible for tuition benefits, the following guidelines must be followed:

1. Graduating A+ participants must let the A+ Coordinator know if they plan to access A+ benefits.
2. The A+ Coordinator will verify the status of each A+ participant and certify each A+ participant who is eligible for A+ tuition benefits.
3. A+ participants will be notified, in writing, as to the approval or denial of their eligibility to receive A+ tuition benefits. If a participant is denied eligibility, the participant will be provided with the reason for the denial.
4. The names and social security numbers of the A+ graduates eligible for tuition benefits will be forwarded to the appropriate local and state agencies.

A+ eligible graduates must inform the post-secondary institutions to which they have made application of their intent to use the tuition benefits. The institution will prepare the necessary paperwork and bill the State of Missouri.

Braymer C-4 School District A+ Program Citizenship Policy

Braymer C-4 School District Citizenship Standards:

Participation in the A+ program is a privilege and not a right; therefore, the Braymer School District requires students to adhere to standards of behavior, which will bring credit to students, the A+ program, the school, and the community. Students who represent the Braymer School District must demonstrate good citizenship and conduct at all times. The Braymer School District requires student behavior to be in compliance with school board policy, with the school's Student Handbook Regulations, and public laws. Behavior not in compliance with these policies may result in the student's loss of eligibility from the A+ program.

I. Citizenship Requirements for the A+ Program

- A. Students who sign a contract to participate in the A+ program are to maintain good citizenship while enrolled in high school.
- B. Students who violate the district's Alcohol/Drug policy are subject to and will automatically be removed from the A+ incentive program.
- C. Students who are convicted of a felony will not qualify.
- D. Students who commit other violations which may involve violent behavior, insubordination, failure to follow directions, use

of inappropriate language, smoking, dishonesty, etc., which results in a suspension may jeopardize their A+ status and be subject to a review by the principal and the A+ Citizenship Committee.

1. The A+ Citizenship Committee will consist of the following:

- Principal
- A+ Coordinator
- Teacher

2. At the end of each semester, student discipline records will be reviewed. Student discipline records will be maintained throughout their four years of high school. In school and out of school suspension days are accumulative over the 4 years a student attends high school. Citizenship/discipline violations to be reviewed that may jeopardize a student's A+ status include, but are not limited to, the following:

Suspensions (In-School)

Any student who receives discipline referrals which result in an accumulation of 4 days of in-school suspension will be placed on probation and receive a written notice. An additional accumulation of 3 days of in-school suspension (total of 7) will result in immediate removal from the A+ financial program.

Suspensions (Out-of-School)

Any student who receives 3 days of out-of-school suspension will be placed on probation and will receive a written notice. A student who receives an additional 3 days of out-of school suspension (total of 6) will be removed from the program.

AUTOMATIC INELIGIBILITY

In compliance with regulations of the Missouri Department of Elementary and Secondary Education A+ Program, a student will be removed immediately from the A+ Schools financial assistance program and thus forfeit the opportunity to receive funds through this program for any of the following:

Drugs/Alcohol/Substance Abuse

Violation of the Braymer C-4 District Drug/Alcohol/Substance Abuse policy outlined in the Board Policy.

An A+ student will not possess, sell, transfer, distribute, or use any drug (1) on school property, (2) at school events or activities away from campus, or (3) off-campus during non-school or school hours. In other words, drug possession, sale, transfer, distribution or use is not permitted regardless of location and time of day. For purposes of this rule, the term "drug" includes any illegal drug, alcoholic beverage, illegally possessed prescription drug, controlled substance or drug paraphernalia.

Involvement will have been established when the A+ student has a civil conviction of, suspension from school, or pleads guilty to the use, manufacture, possession, transport, distribution, under the influence, or sale of a controlled substance, including alcohol.

Violation of Local, State, or Federal Criminal Laws

Conviction/or have plead guilty to a felony

Criminal activity which is formally reported to the schools by the juvenile officer as defined by the Safe Schools Act.

Convictions include:

- | | |
|--|---|
| <input type="checkbox"/> First and second degree murder | <input type="checkbox"/> Distribution of drugs to a minor |
| <input type="checkbox"/> Kidnapping | <input type="checkbox"/> First degree arson |
| <input type="checkbox"/> First and second degree assault | <input type="checkbox"/> Voluntary/involuntary manslaughter |
| <input type="checkbox"/> Forcible rape and sodomy | <input type="checkbox"/> Sexual assault |
| <input type="checkbox"/> First degree burglary | <input type="checkbox"/> Felonious restraint |
| <input type="checkbox"/> Robbery | <input type="checkbox"/> Property damage, first degree |
| <input type="checkbox"/> Distribution of drugs | <input type="checkbox"/> Possession of a weapon (under Ch 571 RSMo) |

II. Citizenship Review Process

- A. Upon school suspension, students and their parents will be notified of the student's jeopardized A+ status.
- B. The Principal will provide disciplinary information and the status of contracted students to the A+ Coordinator on a semester basis. The updated information will be used to assess the citizenship requirement of each student in the Braymer A+ School Tuition Reimbursement Program.

Committee will respond in one of the following ways:

- 1. A statement will be issued to the student and parents warning them that any referrals related to the above Section I in the following semester will result in an immediate probation status. They will be informed that the status will be reviewed at the end of the semester and a decision made by the Citizenship Committee about whether the student loses eligibility in the program or is placed on probation. If students are identified by administration as chronically disruptive, they will be removed from the program. These behaviors include, but are not limited to, those listed in section I.
- 2. The student may be removed from the program. If the review team elects to remove a student from the program, the student has the right to appeal first to the building principal, then to the superintendent, and finally to the school board. This appeal may be made no later than one month following removal from the program. Seniors must appeal by May 1 regardless of when they lost eligibility from the program.

Braymer C-4 School District
A+ Program
Final Senior Appeal Policy

In order to qualify for the A+ incentive, a student must meet the following requirements at graduation:

1. 2.5 cumulative grade point average on a 4.0 scale.
2. 95 percent attendance average over the four years.
3. Beginning with the class of 2015 students must score proficient or advanced on the Algebra 1 End of Course Exam (this requirement may be waived after completing one semester of post-secondary education with a 2.5 GPA or better).
4. 50 hours of unpaid tutoring/mentoring in a district approved program, 25% of the hours may be from job shadowing.
5. Good citizenship standards, such as refraining from use of drugs/alcohol.
6. Attend an A+ designated school for the final 3 years of high school.
7. Submission of the FAFSA (Free Application for Federal Student Aid).

By the date of graduation, senior students will be informed by the building A+ Coordinator as to whether they are eligible to receive the incentive according to the above qualifications. Students may appeal the decision of the A+ Coordinator if they believe extraordinary circumstances entitle them to the incentive, even though the attendance and citizenship qualifications have not been met.

The appeal will be received as follows:

- Step One:** Review by the A+ Coordinator
- Step Two:** Review by the High School Principal.
- Step Three:** Review by the Superintendent.

In order to appeal attendance or citizenship, the student must submit, in writing, an explanation of the extraordinary circumstances and the reasons why the appeal to receive the A+ incentive should be granted along with the attendance and/or citizenship appeal form(s). All appeals must be received by the tenth (10) day following the date of graduation of the student's senior year. Students will be informed promptly about the results of their appeals after each step described above. Additional information and a conference may be requested at any time by the review team or Superintendent.

Braymer C-4
Intent to Access A+ Tuition Benefits

NAME: (PLEASE PRINT)

_____ (Last) _____ (First) _____ (Middle)

DATE OF BIRTH _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

My signature indicates that I have met the requirements of the Braymer C-4 A+ School Program and that I intend to access the A+ tuition benefits that I earned by:

- Attending an A+ school for three consecutive years (grades 10, 11, 12) prior to graduation
- Graduating with a minimum, unweighted, unrounded cumulate 2.5 GPA
- Graduating with a minimum attendance rate of 95% over 4 years
- Performing a minimum of 50 hours unpaid tutoring/mentoring, 25% of hours may be used from job shadowing
- Beginning with the class of 2015 students must score proficient or advanced on the Algebra I End of Course Exam (this requirement may be waived after completing one semester of post-secondary education with a 2.5 GPA or better).
- Maintaining a record of good citizenship
- Avoiding the use of illegal drugs and alcohol
- Completing and submitting a FAFSA

_____ A+ Participant Signature _____ Date

I have reviewed the A+ participant's records and status and have APPROVED/ DISAPPROVED the participant's request for access to A+ tuition benefits.

APPROVED: The appropriate state and local agencies will be notified of the A+ participant's eligibility for tuition benefits.

DISAPPROVED: The A+ participant was denied access to A+ benefits for the following reason(s):

_____ A+ Coordinator _____ Date

Frequently Asked Questions

□ What does signing the A+ Agreement mean?

By signing and submitting the A+ agreement, students and their parents are simply indicating an interest in the students' participation in the A+ Program and that they understand the requirements that qualify the students for that program. When an agreement has been signed by all parties and returned, a file will be established for that student and will be located in the A+ Coordinator's office. This file denoted the student's active participation in the A+ Schools Program and will contain all pertinent information relative to the student's eligibility for A+ funds.

□ Does participating in the A+ program restrict a student's choices?

Participating in the A+ Program DOES NOT in any way restrict a student's educational choices. The A+ Schools Program is designed to provide greater opportunities for students. Signing up will not restrict the options available to a student while in high school or upon graduating from high school.

□ What if an A+ participant decides to attend a four-year college or university?

There are no repercussions for participating in the A+ Program and completing the student eligibility requirements. Many students will develop plans to attend a four-year college or university following high school. The A+ Schools Scholarship incentive MAY NOT be applied to costs associated with a four-year college or university. Students eligible for A+ tuition benefits may choose to attend a community college for two years, earn an Associates Degree, or simply earn basic credit hours; then transfer those credits to a four-year college/university.

If for whatever reason an A+ eligible student should withdraw from the four-year institution with at least a 2.5 GPA he/she could enroll at a Missouri public community college or vocational technical school and be eligible for A+ tuition benefits. A+ tuition benefits are available to students for up to four years after the date of their graduation from high school, provided state funds are appropriated by the legislature.

□ What if an A+ participant decides not to attend a community college or vocational or technical school?

Participation in the A+ Program in no way restricts a student's post high school career or educational opportunities. It is simply a funding resource for post secondary education should the student choose to utilize it. A student who participates in the A+ Program, is NOT required to attend a community college or vocational or technical school.

□ Does participating in the A+ Program guarantee that students will receive the tuition benefits?

There are at least three factors that will impact the availability of tuition benefits to a particular student. First, the high school from which the student graduates must meet and maintain all the requirements for A+ Schools designation. Second, State funding must be available. Third, the student must meet all the criteria outlined in the A+ Schools Program and the program agreement, which the student signed.

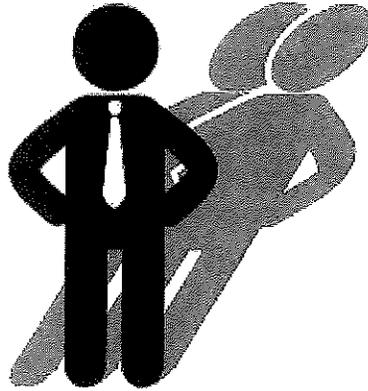
□ Does a student qualify for A+ tuition benefits if his/her average daily attendance is 94.8 or his/her grade point average is 2.47 on a 4.0 scale upon graduation?

No – The A+ Schools Program does not permit rounding up of GPA percentage. The average daily attendance rate must be figured over a four-year period and must be a solid 95%.

JOB SHADOW ETIQUETTE

Appearance

Dress as if you were interviewing for a job. Dress appropriately for the workplace. Most employers are looking for neat, clean clothes. Do not wear clothing that conveys a political or social statement. Many companies have rules regulating body piercings. Please do not wear a nose or eyebrow ring or stud during your job shadow. Your appearance leaves a lasting impression.



Do:

- Turn off your cell phone
- Arrive a few minutes early to allow time for parking and locating the person you've made contact with. Introduce yourself with a handshake and a smile. Be attentive.
- Apply general rules of courtesy. Say please, thank you, and excuse me.
- Use good posture and eye contact.
- Bring a folder or binder with paper to take notes.
- If possible, obtain a business card. This will come in handy when writing your thank you letter.

Don't:

- Chew gum or candy
- Bring food or drinks into the workplace
- Use profanity or vulgarity
- Wear your hat indoors

THANK YOU LETTER INSTRUCTIONS

Writing a thank you letter to your job shadow host shows that you recognize and appreciate their contribution to your success. Thank you letters go a long way toward making a great impression to your new contacts. Listed are important points to remember when writing a thank you letter:

- Make sure your handwriting is clear and legible. You may always type the letter if you prefer. If you type, make sure that you personally sign the letter.
- Always date your letter.
- Use complete sentences with proper punctuation.
- Begin your letter with a sentence that specifically thanks the host/employer for the time and effort they spent in educating you about their career.
- State several specifics that you learned and enjoyed during your experience.
- Check for any grammatical or spelling errors. Ask someone to proofread it for you.

Format

Below is the correct format for a thank you letter. Remember to proofread your letter for spelling and grammatical errors.

Date

(3 spaces)

Business Name

Host/Employer Name

Number & Street Address

City, State, Zip Code

Dear _____:

BODY OF LETTER

Sincerely,

(3 spaces)

Handwritten signature

Your Typed/Printed Name

Braymer High School
A+ Schools Program Agreement

BHS students who graduate with A+ status may be eligible to receive reimbursement for the cost of tuition while attending a Missouri public community college or vocational/technical school on a full-time basis. The A+ program may provide these educational incentives provided state funds are appropriated by the legislature. This funding may be for the unpaid balance of the cost of tuition and is subject to legislative appropriation.

Eligible A+ students must meet ALL of the requirements below:

1. Be a U.S. citizen, eligible non-citizen or lawfully present in the U.S.
2. Enter into a written agreement with your high school prior to graduation.
3. Attend an A+ designated school for three consecutive years immediately prior to graduation.
4. Maintain a 2.5 grade point average over four years (unweighted).
5. Maintain a 95% hourly attendance average in grades 9-12.
6. Perform a total of 50 hours of unpaid tutoring of younger students in the district of which up to 25% may include job shadowing.
7. Students must score proficient or advanced on the Algebra I EOC or a higher level DESE approved EOC in math. One may also establish eligibility by achieving a qualifying score on the ACT math subtest of 17 with a 2.5+ GPA; 16 with a 2.8+ GPA; or 15 with a 3.0+ GPA.
8. Maintain a record of good citizenship at school and in the community.
9. Avoid the use of illegal drugs and alcohol.
10. Make a good faith effort to secure all available federal financial aid by completing the Free Application for Federal Student Aid (FAFSA).

To maintain eligibility, participants must:

1. Attend a designated Missouri public community college or vocational-technical school and
2. Maintain a grade point average of 2.5 or higher on a 4.0 scale.

In addition to the preceding eligibility requirements, the Missouri Department of Higher Education may impose additional requirements prior to the distribution of A+ funds. The Braymer C-4 School District does not discriminate on the basis of age, race, color, national origin, sex, sexual orientation, or disability. This policy regards admission/access to treatment/employment in its programs and activities.

Last Name _____ First _____ Middle Initial _____
Address _____ City, State, Zip _____
Parent/Guardian Email _____ Home Phone _____
Social Security Number _____ - _____ - _____ Date of Birth ____/____/____
Current Grade Level _____ Anticipated Graduation Year _____

The student and parent/guardian must sign this A+ Schools Program Agreement before the student will be considered for participation in the A+ Schools Program. By signing this agreement the student and parent/guardian certify that they have read, understand and agree to the A+ Guidelines listed above.

Student Signature

Date

Parent/Guardian Signature

Date

Braymer C-4 School District
A+ Program
Tutoring/Mentoring Agreement

Last Name: _____ First Name: _____
Telephone #: _____ Graduation Year: _____
Mailing Address: _____ Parent/Guardian: _____
City: _____ Zip Code: _____ Date: _____

As a student enrolled in the A+ School Tutoring Program, I accept the responsibility to complete the following steps to become an approved A+ tutor/mentor in the Braymer C-4 School District:

- Submit a completed agreement, parent permission slip.
- Complete a Tutoring/Mentoring Training before I am assigned my first task.
- Obtain proper approval for tutoring activities.
- Spend 50 hours as a volunteer tutor/mentor at a school approved site.
- Maintain a record of tutoring hours.
- Notify the supervising teacher if unable to fulfill an assigned task.
- Wear clothing appropriate to the activity.
- Work with a positive attitude and willingly assume assigned tasks.
- Treat the student and site supervisor with respect.
- Be sensitive to the needs of the student to which I am assigned.
- Respect the principle of confidentiality.
- Report any concerns to the supervising teacher.

I agree to participate and abide by the guidelines set up for the A+ tutoring/mentoring program. I understand the important role that good attendance and scholastic achievement play in this program and that I will be held accountable for my actions. I further understand that I can be removed at any time from this tutoring/mentoring opportunity should my attendance or behavior not meet with school policy and/or A+ Schools requirements.

Student Signature: _____ Date: _____

I understand that I am responsible for my student's transportation to and from tutoring/mentoring activities. I hereby give permission and support to my student to participate in the Braymer A+ School Tutoring/Mentoring Program.

Parent/Guardian Signature: _____ Date: _____

Direct any questions to *the* **A+** Schools Program Coordinator.

RECORD OF EXPERIENCE

Name: _____ Date: _____

Job Site: _____ Host/Employe Name: _____

Number of Hours Completed: _____

1. What kind of activities were you involved in during the day?

2. Were you involved in any actual work? If so, please describe.

3. What specific education requirements are required for this job?

4. Is this a career you are going to continue to explore? Why or why not?

**BRAYMER C-4 HIGH SCHOOL
Job Shadow Verification Form**

Student Name: _____ **Date:** _____

Please fill out the information below to verify that the above student participated in a job shadow experience on the above date.

Job Shadow Location: _____

Time Experience Began: _____ **Time Experience Ended:** _____

Supervisor's Signature: _____ **Date:** _____

Parent Signature: _____ *Date:* _____

**BRAYMER C-4 HIGH SCHOOL
Job Shadow Verification Form**

Student Name: _____ **Date:** _____

Please fill out the information below to verify that the above student participated in a job shadow experience on the above date.

Job Shadow Location: _____

Time Experience Began: _____ **Time Experience Ended:** _____

Supervisor's Signature: _____ **Date:** _____

Parent Signature: _____ *Date:* _____

Braymer C-4 School District
A+ Schools Program Attendance Appeal

Name: _____ Grade: _____

Social Security Number: _____ - _____ - _____ (State Required)

Current G.P.A.: _____

Student ADA:

Grade 9: _____

Grade 10: _____

Grade 11: _____

Grade 12: _____

Students Cumulative Attendance Rate: _____

All information must be provided. Please print or type a list of reasons/circumstances for excessive absences to be considered with appropriate documentation and signatures.

***Failure to return this appeal by the following deadline may jeopardize your A+ eligibility.**

Return to the A+ Coordinator By: _____

Student Signature:

Date:

Parent/Guardian Signature:

Date:

