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**With the exception of “local deadlines” all A+ requirements are established by the state and found in the Missouri statutes. The tuition reimbursement comes from the general revenues of the State of Missouri. All costs of program implementation are locally funded.**

**For further information, contact the A+ Coordinator:**

 **Mrs. Lauren Guilkey**

 **660-382-4214**

**A+ Program Student Benefits**

* Program provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school, or certain private two-year vocation/technical schools.
* Student financial incentives will be available for a period of four (4) years immediately following high school graduation.
* Tuition incentive payments will be limited to six (6) semesters of full time attendance or attainment of an associate’s degree, whichever comes first, at a participating Missouri institution.
* Tuition incentives will only be made available for the unpaid balance of the cost of tuition and standard fees after the federal post-secondary student financial assistance funds have been applied to these costs.

* Tutoring and mentoring experience which will help develop a better high school student and responsible community citizen through a meaningful service activity.
* Encouragement to attend school regularly and work hard.

**A+ Program Requirements**

* **Attend A+ High School (3 Years Prior to Graduation)**
* **Sign A+ Agreement**
* **Maintain Minimum 2.5 GPA**
* **Complete 50 Hours of Tutoring**
* **Maintain 95% or Higher Attendance**
* **Score Advanced or Proficient on Algebra I, Geometry, OR Algebra II End of Course State Exam OR**
* **Score a 17 on the Math portion of the ACT Test with a 2.5 GPA or greater. Score a 16 on the Math portion of the ACT Test with a 2.8 GPA or greater. Score a 15 on the Math portion of the ACT Test with a 3.0 GPA or greater.**
* **Maintain Good Citizenship**
* **Complete the Free Application for Federal Student Aid (FAFSA) During Senior Year**
* **Attend A+ School**

Student must attend a designated A+ high school for 3 consecutive years immediately prior to graduation. If a student withdraws from North Mercer or transfers to a non-A+ School after the beginning of his/her sophomore year, the student will not be considered eligible for the A+ Schools Program.

If a student transfers to North Mercer after the beginning of their sophomore year, the student may only participate in the program if the school transferred from was a designated A+ School. A student is exempt from this requirement if one of the parents is a member of the military on active duty or has retired from the military and relocated to Missouri within one year of their retirement.

* **Sign A+ Agreement**

An A+ School Agreement must be completed with all the appropriate signatures. The agreement simply states that the student and parents are aware of the A+ Schools Program requirements and incentives.

To be eligible, each student may enter into a written agreement with the school anytime during the last three (3) years prior to high school graduation. Regardless of when the A+ Agreement is actually signed and turned in, the student must meet all criteria dating back to the beginning of his/her freshman year.

* **Maintain A+ GPA**

The student must graduate from high school with a minimum GPA of 2.5 on a 4.0 scale. The cumulative GPA is applicable to all four years of the student’s enrollment in high school. The official transcript will document and certify that the grade point requirement has been met. The GPA must be 2.5; 2.49 renders the student ineligible for the program.

* **Complete A+ Tutoring**

The A+ Schools Program requires that students complete 50 hours of academic tutoring to younger students. Students may use 8 hours from job shadowing as well as up to 5 hours of community service toward their 50 total hours. Before beginning this requirement for A+ certification, a student must have a signed A+ contract on file in the A+ Coordinator’s Office. Tutoring is generally considered to be an 11th and 12th grade activity. There are several tutoring options. Tutoring can be done during Cardinal Time, after school, before school, and summer school.

The following guidelines are to be used for all tutoring experiences:

 Tutoring must be approved by the A+ Coordinator.

 A student must complete tutor training and sign a confidentiality contract.

 An A+ Tutoring Log must be kept by the student and turned in at the end of each month. The school sponsor who supervises the tutoring time must sign this log.

 All tutoring must be done on school premises unless students receive special permission from the A+ Coordinator.

 Students are expected to behave responsibly while tutoring. This includes notifying the tutoring supervisor before absences. It is important to the success of the programs involved that A+ students remain dedicated to their responsibility.

 No financial compensation may be accepted for tutoring activities.

Failure to follow these guidelines will result in the student not receiving credit for tutoring hours and possible dismissal from program.

* **Attendance**

In order to qualify for the A+ student financial incentives, North Mercer High School students must maintain a four-year attendance rate of 95 percent or higher (approximately no more than 35 days absent/8.7 days per year). Students are expected to attend school regularly and to be on time for classes. Attendance requirements for A+ are not to be confused with general attendance requirements as stated in the North Mercer R-III Student Handbook. From this requirement the student will acquire the habits of punctuality, self-discipline and responsibility. A student who does not meet the 95 percent attendance requirement will not be eligible for A+ tuition incentive. The following attendance guidelines will be followed:

 A cumulative attendance record will be kept from the beginning of the A+ student’s freshman year until graduation.

 The office record of attendance is kept in the high school principal’s office.

 Each semester the A+ office will provide parents, guardians, and student information that

includes the student’s attendance record.

The state attendance requirements are very specific. The State Board of Education says no exceptions to the 95 percent attendance. A student who will be missing school for a long period of time due to hospitalization, illness, etc. may call the school and request homebound instruction, which helps the student maintain academic growth and avoid absences. Only absences involving school sanctioned field trips and homebound students will be excused for A+ purposes. Medical absences will be counted as an absence affecting the A+ attendance percentage.  If a doctor or dental appointment must be made during the day, the absence should be as short as possible rather than the entire day. Family vacations will also be counted as an absence.

Appeals of the decisions made by administration regarding attendance must be made in writing within 14 calendar days of notification to the Superintendent. The Superintendent will turn the issue over to the Board of Education for consideration at the next regular Board of Education meeting. Appeals after 14 days will not be considered. The Superintendent will make notification of the appeals decision by the Board of Education to the student and parent or guardian. Anyone submitting a request for an A+ waiver of days missed shall provide documentation from doctors, principals, or other appropriate sources.

Anyone submitting a request for an A+ waiver of days missed shall provide documentation from doctors, principals, or other appropriate sources. Parent/guardians and students are encouraged to save such documentation in a safe and secure place in case it would be needed at a later date for an attendance appeal.

* **Algebra I, Geometry, OR Algebra II End of Course Exam Score**

Beginning with the high school senior class of 2015, students must achieve a score of Proficient or Advanced on either Algebra I, Algebra II, or Geometry End of Course exam. EOC retakes will be allowed, if necessary, by the state for those seeking A+ qualification

If you meet all of the eligibility requirements except the Algebra I end of course requirement, you may establish eligibility by completing your first semester at a participating school with a minimum of 12 semester credit hours or the equivalent and a 2.5 grade point average.

* **ACT Test Score**

Beginning with the high school senior class of 2017, students must score either score a 17 on the Math portion of the ACT Test with a 2.5 GPA or greater, score a 16 on the Math portion of the ACT Test with a 2.8 GPA or greater, or Score a 15 on the Math portion of the ACT Test with a 3.0 GPA or greater.

The scores were set based on an analysis of placement score information from Missouri's community colleges and placement score examples provided by ACT.  They are intended to represent real-world college placement practices rather than an equivalency, or concordance, between the scores.  The scores are also intended to strike a reasonable balance between the requirement's intent and the reality of diversity in the developmental coursework available at postsecondary institutions.
Prior to the CBHE's approval, the scores were vetted with the A+ community, including high school counselors, postsecondary financial aid professionals, community college presidents, and the State Student Financial Assistance Committee.  The majority of the feedback received was supportive of the established score levels.

The **2017** high school seniors who do not achieve a score of proficient or advanced on the Algebra I, or a higher level math, EOC must achieve one of the following standardized test scores or have a combined ACT math score and high school GPA in accordance with the following scale.

*ACT Math/High School GPA Scale*

|  |  |  |
| --- | --- | --- |
| **ACT Math Score** |  | **High School GPA** |
| 17 | and | 2.5 or greater |
| 16 | and | 2.8 or greater |
| 15 | and | 3.0 or greater |

With these alternatives, students now have at least four testing opportunities with which to meet the A+ Scholarship's college preparedness criterion.  Once a student meets one of the following criteria, the student is considered to have met this requirement regardless of previous or subsequent scores received on any of the other options.  For example, a student that scores basic on the Algebra I EOC, scores proficient on the Algebra II EOC, and scores a 16 on the ACT math subtest is eligible based on the Algebra II EOC score even though previous EOC and subsequent ACT scores did not meet the eligibility threshold.  Students can also retake all of these exams in an effort to achieve a qualifying score.

1.    Achievement of a score of proficient or advanced on the Algebra I end-of-course exam requirement

2.    Achievement of a score of proficient or advanced on any DESE-authorized mathematics end-of-course exam that is at a higher level than Algebra I.

3.    Achievement of one of the scores listed above for the ACT math subtest

4.     Students will not be eligible for A+ reimbursement until a qualifying score has been achieved.  Until eligibility is established, students can seek assistance to remediate their math deficiencies, including taking developmental coursework at their own expense.

* **Good Citizenship**

One of the stated program requirements it that the student must maintain a record of good citizenship and avoidance of the unlawful use of drugs, including alcohol. A student demonstrates good citizenship by showing respect for self, law, property and the rights of others.

 Students who are designated A+ should demonstrate distinctive qualities and be role models for other students. Their character and ethics should meet high standards. The student is responsible for maintaining all of the requirements under the A+ program on a year round basis, from the first day of school of his/her freshman year until his/her date of graduation from high school.

Information for the purpose of certification of good citizenship will be obtained from the official discipline record maintained in the high school office. The principal assigns consequences for infraction of the discipline code and is responsible for certifying the accuracy of the student’s in-school discipline record.

**Disciplinary probation** within the A+ Program is used with the understanding that even the best student makes mistakes. Probation is designed to recognize this characteristic in young people. However, receiving the A+ Incentive is a privilege and should be treated as such.

A student will be placed on probation for one semester for the following infractions:

1. More than one in-school suspension\*

2. Any referral for out-of school suspension

3. Violation of the district rules governing academic dishonesty (plagiarism, cheating, etc.)

If no further misdeeds occur, the student will be returned to full A+ status following his/her probation. Any student who receives two semesters of probation during his/her high school career will have his/her disciplinary record reviewed by the A+ Appeals Committee for continued probation or possible dismissal from the program. The A+ Appeals Committee will be composed of a guidance counselor, a principal, two teachers, and two A+ Advisory Committee members who will be appointed by the A+ Coordinator and will serve for a two year period. Furthermore, any senior who has been placed on probation for his/her final semester of school will be considered in good standing in the A+ Program at the end of their final semester if no further misdeeds occur prior to graduation.

**Immediate removal** from A+ Program if:

1. Within the semester while on probation, the student commits another offense that would result in another probationary action.

2. After two semesters of probation, a review by the A+ Appeals Committee shows that earlier disciplinary consequences did not positively affect the student’s behavior.

3. Student is convicted of a felony that is verifiable and is either a matter of public record or is communicated to school officials in compliance with the Safe Schools Act.

4. Student is convicted of three or more misdemeanors (other than for moving traffic violation not involving alcohol or illegal drugs) that are verifiable and a matter of public record.

5. Student commits a serious offense involving drugs, alcohol or which falls under Safe Schools

 Act, will be immediately dismissed from the program.

 The following offenses will result in immediate and permanent removal from the A+ program:

 Possession, use, sale, distribution or transfer of alcohol, drugs, narcotics or drug paraphernalia

 Criminal activity as defined by the Safe Schools Act

 First and second-degree murder

 First and second-degree burglary

 First and second-degree assault

 Voluntary/involuntary manslaughter

 Property damage

 Possession of a weapon (under provision of Ch.571 Mo. Revised Statutes)

 Assault on a student

 Intimidation or physical threat of staff

 Vandalism/theft/robbery

 False fire alarm/bomb threats and misuse of emergency equipment

 Serious sexual misbehavior/exposure

 Possession of dangerous items

 Dangerous behavior

 Felonious restraint

 Kidnapping

 First degree arson

 Forcible rape or sodomy

**PROBATION OR INELIGIBILITY APPEAL PROCESS**

If the coordinator determines that student has violated the terms of the A+ Agreement or district policies or procedures regarding A+ participation, the coordinator will notify the student in writing and may put the student on probation or expel the student from the program.

Appeals of the decisions made by administration (regarding probation or ineligibility) or appeals of the automatic ineligibility (regarding drugs, alcohol, Safe Schools Acts, Etc) must be made in writing within 14 calendar days of notification to the Superintendent. The Superintendent will turn the issue over to the Board of Education for consideration at the next regular Board of Education meeting. Appeals after 14 days will not be considered. The Superintendent will make notification of the appeals decision by the Board of Education to the student and parent or guardian.

**Appendix**

1. **Attendance Appeal Form**
2. **Citizenship Appeal Form**
3. **Tutoring Tips and Evaluation**
4. **A+ Tutoring Compliance and Confidentiality Contract**
5. **A+ Agreement Form**

**ATTENDANCE APPEAL FORM**

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

***Student Name:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Parent Name:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Parent Address:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Parent Zip Code:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Phone Number:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This request is to appeal the school absence(s)

of my son/daughter for the following:

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CITIZENSHIP APPEAL FORM**

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

***Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Parent Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Parent Zip Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

This request is to appeal the citizenship certification of my son/daughter for the following:

Semester: \_\_\_\_\_Fall \_\_\_\_\_Spring

School Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appeal will be: \_\_\_\_\_In person\_\_\_\_In writing

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 another sheet of paper.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TUTORING TIPS**

Introduce yourself to the student to get to know each other. Don’t go straight into tutoring.

* You might consider asking the student some open-ended questions to help you become acquainted with the student. Remember to let the student know your answers as well!
* Learn the student’s name and its correct pronunciation immediately (first and last).
* Make sure the student knows your name. Write it down for her/him and include your schedule.

Positive learning environment

* Often students are easily distracted; make sure you are in a relatively quiet area, and not by popular attractions like the pencil sharpener or water fountain. Facing a window can also be a problem.
* Clear the desk of other materials so the student can focus on the subject at hand; put books for other subjects out of sight.
* Some students might even benefit if you physically block out parts of the page or material they are not working with.

Begin tutoring at a level well within the grasp of the student to provide an atmosphere of success. Listen to and observe your students and adjust as student learns.

* Assess the student’s understanding of the subject. Does she or he have the necessary skills to do the work assigned?
* Some students are very quiet and it is important to be aware of their body language. Often students let you know in subtle ways that they are thinking, how they feel, and whether they understand.

**WORKING WITH STUDENTS**

1. Be a good listener. Let the student know they matter. If your student thinks you are not interested in being with her/him, you will have lost a lot of ground.
2. Encourage students to do their own thinking. Be patient. Silence can mean they are thinking or organizing what they want to say or write. Be sensitive, though; do not leave your student hanging if she/he doesn’t know the answer.
3. If you don’t know an answer or are unsure of what to do, admit it to the student(s) and work it out together. Feel free to ask the teacher for help when you need it.
4. Comment or apologize when you make a mistake. It is important that children hear apologies the way adults do, and to know no one is perfect.
5. Use tact and positive comments. Encourage students. Seek something worthy of a compliment, especially when students are having difficulties.
6. Accept each student as he or she is. Do not feel responsible for judging a student’s abilities, progress, or behavior.
7. Keep your commitment. The students will expect you and look forward to your coming to their classroom. If you know you will be absent, tell them in advance. Do not make promises you cannot keep; students remember everything.
8. Be gracious and sympathetic with students’ efforts.
9. Maintain a sense of humor. Enjoy yourself.

**Tutoring Evaluation**

Below is a sample evaluation. Use this to determine how well you are doing with your tutoring.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance Criterion** | Excellent5 | Above4 | Average3 | Below2 | Poor1 |
| Self Starter - Begins with little or no direction. |  |  |  |  |  |
| Follow-through – Sees a project through to completion without being reminded. |  |  |  |  |  |
| Attitude – Has positive attitude toward teacher; doesn’t let personal differences of opinion interfere with a job that needs done. |  |  |  |  |  |
| Major Projects – Works collaboratively to obtain feedback and approval on major projects; enlists help/support when needed; successfully completes projects within designated time-frame. |  |  |  |  |  |
| Notifies supervising teacher if going to be absent; is always punctual. |  |  |  |  |  |
| Shows respect for all students. |  |  |  |  |  |
| Accepts constructive criticism/coaching. |  |  |  |  |  |
| Practices good grooming. |  |  |  |  |  |
| Dresses appropriately. |  |  |  |  |  |
| Speaks and writes using appropriate language. |  |  |  |  |  |
| Works cooperatively. |  |  |  |  |  |
| Speaks and writes using appropriate language. |  |  |  |  |  |
| Works cooperatively. |  |  |  |  |  |
| Is reliable; is rarely absent. |  |  |  |  |  |
| Shows enthusiasm. |  |  |  |  |  |
| Organizes work well and uses time wisely. |  |  |  |  |  |
| Obeys and respects all school rules. |  |  |  |  |  |
| Is empathetic to the needs of students. |  |  |  |  |  |
| Models appropriate behavior. |  |  |  |  |  |
| Realizes and respects individual differences. |  |  |  |  |  |

**A+ TUTORING LOG**

**Please submit to the A+ Coordinator to receive credit for tutoring. The tutoring supervisor signature is required for each session.**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Date** |  **Student/Class Name** | **Subject/Activity** | **Time In/Out** | **Time Total** | **Verification Signature** |
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|  |  | **Total Hours** |  |  |  |

**I verify the above information is accurate.**

**Teacher’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s (Tutor’s) Signature\_\_\_\_\_\_\_\_\_\_\_**

**A+ Tutoring Compliance and Confidentiality Contract**

Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Graduation Year\_\_\_\_\_\_\_

As a student enrolled in the A+ School Tutoring Program, I accept the responsibility to:

* Complete a Tutoring Training before I am assigned a task.
* Obtain the proper approval for tutoring activities.
* Spend 50 hours as a tutor at a school-approved site.
* Maintain a record of tutoring hours.
* Assume responsibility for transportation to my work site.
* Notify my immediate supervisor if unable to fulfill an assigned task or absence.
* Treat the student and site supervisor with respect.
* Work with a positive attitude and willingly assume assigned tasks.
* Be sensitive to the needs of the student I am assigned to work with.
* Report any concerns to my immediate supervisor.
* Maintain communication with the A+ Coordinator regarding assigned tasks.

I agree to accept the opportunities and obligations of the A+ Tutoring Program. I understand that I may be dismissed from the program for failure to comply with the guidelines of the program. Should this happen, I may jeopardize eligibility for the A+ School Program.

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Tutor (Student) Signature Date

At some point during you’re A+ tutoring experience, you will encounter a situation in which you become privy to information about another student. The classroom teacher may share information with you about a student’s abilities to aid you in tutoring or you may observe modifications being made for one or more students in a classroom. Students, themselves, may even disclose personal information in order to develop a relationship with you. In order to protect those students and their legal rights, you are required to keep all information obtained confidential.

Confidentiality is a requirement for the following reasons:

* It protects potentially embarrassing information from becoming public.
* It prevents the likelihood of children and their families from being discriminated against (i.e. disease, mental health history, use of illegal drugs, charges of child abuse, etc.)
* It protects personal security.
* It helps to avoid prejudice or differential treatment.
* It encourages people to use services designed to help them.

(Obtained from Critical Issue: Addressing Confidentiality in School-Linked Integrated Service Efforts)

By signing below, you agree to maintain confidentiality about student information obtained while completing your A+ tutoring assignment.

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Student Signature Date

A+ School Agreement

*North Mercer R-III High School*

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

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students graduating from a designated Missouri A+ School may qualify to receive financial assistance to cover tuition, general fees and up to 50% of the cost for books (depending upon annual appropriation and funding by the state legislature) to attend a Missouri public community college or vocational/technical school.

*To be eligible, each student must have:*

1. entered into a written agreement with the school prior to high school graduation;

 2. maintained at least a 95% overall attendance record for grades 9 through 12;

 3. graduated from high school with an overall GPA of 2.5 or higher on a 4.0 scale;

 4. performed 50 hours of unpaid, school-based tutoring;

5. maintained a record of good citizenship and avoided the unlawful use of drugs and/or alcohol;

6. attended a Missouri public high school for three years immediately prior to graduation.

7. achieve a score of proficient or advanced on the Algebra I,Geometry, OR Algebra II End of Course State Exam, OR Score a 17 on the Math portion of the ACT Test with a 2.5 GPA or greater. Score a 16 on the Math portion of the ACT Test with a 2.8 GPA or greater. Score a 15 on the Math portion of the ACT Test with a 3.0 GPA or greater.

The student financial assistance will be available for a period of 48 months after high school graduation. Students who enroll in a Missouri public community college or vocational/technical school during that time period must enroll as a full-time student and maintain a GPA of 2.5 or higher to maintain eligibility.

*Signing this agreement indicates that the student and parent:*

1. are aware of the opportunity afforded by this program;

 2. will satisfy the written agreement requirements listed above;

 3. have received and read the A+ Attendance and Citizenship policies provided with this agreement.

* Yes, I would like to participate in the A+ Schools Program and I agree to satisfy all the requirements and adhere to the policies of the A+ Financial Assistance Program.
* No, I do not wish to participate in the A+ Schools Program.

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 Student Signature Parent Signature Date

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 High School Principal Superintendent Date

*Note: The A+ Schools Financial Assistance program is dependent upon annual appropriation and funding*

*by the Missouri State Legislation and is not the responsibility of the North Mercer R-III School District*