

# Rosati-Kain High School

## A+ Schools Program



**ROSATI-KAIN**  
HIGH SCHOOL

## Student Policy Handbook

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## Purpose of the Manual

The purpose of this manual is to provide a clear understanding of the guidelines and policies of the A+ Schools Program established by the Outstanding Schools Act of 1993 and extended to include private schools by Senate Bill 638, effective in August of 2016.

The A+ Schools Program mobilizes an intensive partnership among high schools, community colleges, vocational/technical schools, students, teachers, parents, labor, business, and communities to give students the motivation, skills, and knowledge to graduate from high school and transition to high skill, high wage jobs by making the necessary education financially attainable.

There are many aspects of the law established by the A+ Schools Program that, in turn, require Rosati-Kain High School to establish strict guidelines and policies surrounding the development, administration, and maintenance of the A+ Schools Program. It is the responsibility of the A+ Coordinator and all the Rosati-Kain High School employees to administer the A+ Schools Program in a fair and consistent manner. All A+ Schools Program students must be treated fairly and equitably.

This manual is designed to present in a clear and consistent manner the guidelines and policies of the A+ Schools Program at Rosati-Kain High School. Any questions about this manual or the A+ Schools Program should be directed to the A+ Coordinator at 314-533-8513.

The A+ Schools Program may provide these educational incentives when: 1.) state funds are appropriated by the legislature and/or 2.) state funding is approved. Funding is not the responsibility of Rosati-Kain High School.

**It is the responsibility of the student/parent to be aware of the requirements of the program and the status of the student towards successful A+ certification.**

**Disclaimer: The information contained in this manual is correct at the time of printing; however, changes to this program may occur. Therefore, it is strongly recommended that questions concerning this program be directed to the school's A+ Coordinator.**



## Goals of the A+ Schools Program

The State of Missouri identifies the following as general goals for all A+ School Programs:

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

## Benefits for Students of an A+ School

Graduates of Rosati-Kain High School who are certified as an A+ student may be eligible for the following:

- Financial incentives to a state community college, state career/technical school, or four-year college or university.

Financial incentives will be made available after the student has made a good-faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment. This requirement is met by submitting a “Free Application for Federal Student Aid” (FAFSA).

Many Missouri post-secondary schools are offering scholarships for students who qualify for the A+ Schools Program. See the financial aid office at the institution for specific information.

Students using the A+ funds to attend a state community college or a state career/technical school may receive the incentive for up to TWO years. A student must be considered a FULL-TIME student by the post-secondary institution. Excluding specific exceptions, being a full-time student is defined as taking twelve (12) credit hours during the regular school year or six (6) credit hours during the summer. Students must maintain a 2.5 GPA or higher at the institution. Students must complete the two years of full-time post-secondary enrollment within FOUR years of graduating from Rosati-Kain High School.



## Student Eligibility

The first step of participation in the A+ Schools Program is the signing of the A+ Schools Program Participation Agreement by the student, parent, advisor (if available), and A+ Schools Coordinator.

To be eligible for the financial incentives of the A+ Schools Program, a student must be certified as an A+ student by Rosati-Kain High School. To achieve this certification, a student must:

- Sign an A+ Schools Participation Agreement
- Attend an A+ designated school for the three consecutive years immediately prior to graduation
- Graduate with at least a 2.5 unweighted GPA on a 4.0 scale
- Graduate with a 95% attendance record
- Perform 50 hours of unpaid one-on-one tutoring or mentoring
- Maintain a record of good citizenship and avoidance of the illegal use and/or possession of drugs, alcohol, and/or related paraphernalia
- Score a qualifying ACT math score according to the following:

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

In order to receive A+ funds from the state, the following must also be completed:

- Make a documented good-faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment (FAFSA)
- Register with the Selective Service, if required by law to do so.

Required documentation must be submitted to the A+ Coordinator (A+ Schools Participation Agreement) and Campus Minister (Service Hour Forms) by May 1st of the student's senior year.

It is the responsibility of the student to continue to meet the requirements necessary to be certified as an A+ student upon graduation.



## School Enrollment Requirement

School enrollment guidelines for the A+ Schools Program are:

- The student must enroll at Rosati-Kain High School no later than September 30th of the student's sophomore year.
  - Exception: Transfer to Rosati-Kain High School from another A+ designated school MAY be honored. Turn in a Rosati-Kain High School A+ application to the A+ Coordinator.
- If a student withdraws or transfers from Rosati-Kain High School after the beginning of their sophomore year, the student will NOT be considered eligible for the A+ Schools Program, even if that student re-enrolls at Rosati-Kain High School.
  - Exception: Transfer from Rosati-Kain High School to another A+ designated school MAY be honored. Talk to the A+ Coordinator BEFORE transferring.

## Grade Point Requirement

To meet eligibility for the grade point average (GPA) requirement, the student must:

- Graduate with a cumulative, unweighted grade point average of 2.5 or above on a 4.0 scale.
- The cumulative grade point average is for all four years.
- The student's official transcript will serve as evidence of grade point average for admission into a state community college or state career/technical school.
- Weighted grades are given in certain advanced and honors classes and, while based on a 4.0 scale are given additional grade point credit. The grade point average will be adjusted to maintain equal weight for all classes on a 4.0 scale and only this average will be used to determine whether the student has met the 2.5 GPA requirement.



## Attendance Requirement

To meet eligibility for the attendance requirement, the following guidelines are in place:

- Graduate with a 95% attendance rate, based on all four years.
- Cumulative attendance information used by the A+ Coordinator will come from the official attendance records kept by Rosati-Kain High School.
- Parents and students have continuous access to student attendance records via the student information system, Skyward. It will be the responsibility of the student and parent to monitor attendance required for eligibility.
- In the event of an extended, unplanned absence, a request for a waiver of certain missed days must be made to the A+ Coordinator in writing within ten (10) days of the end of the school year in which the absence occurred.
- Student and parent signatures on the A+ Schools Participation Agreement allows the A+ Coordinator to check attendance records to verify compliance with this requirement.
- If the absence counts against the school's Average Daily Attendance, it counts against A+ attendance. The following are among reasons that will not be excused for A+ attendance: suspensions, vacations, truancy, college visits, doctor appointments, transportation problems.

## Tutoring/Mentoring Requirements

To meet eligibility for the tutoring/mentoring requirement, the student must:

- Perform 50 hours of unpaid one-on-one academic tutoring or mentoring, under the supervision of the Rosati-Kain Campus Minister.
- Have an A+ Schools Participation Agreement, tutoring, application and liability release on file in the A+ Office before beginning.
- Submit a Student Tutoring Activity Report to the A+ Coordinator for all hours towards this requirement.
- Make the necessary placement for A+ tutoring/mentoring.
- Furnish her own transportation to the tutoring/mentoring site.

Additional guidelines and suggested placements are on page 10.



## Citizenship Requirement

Participation in the A+ Schools Program is an honor and a privilege for Rosati-Kain High School students. A+ students are required to be good citizens. To meet eligibility for the citizenship requirement, the following guidelines are in place:

- An A+ student will not sell, possess, or use a controlled substance and/or related paraphernalia as defined by law, including alcohol, unless prescribed by a licensed physician. This prohibition applies at all times, whether on or away from school property.
- If a student pleads guilty or nolo contendere (no contest) to, receives a suspended execution of sentence form or has been convicted of a felony, he/she would immediately be disqualified from the A+ Schools Program.
- Citizenship certification will be based on the Student Discipline Policy of Rosati-Kain High School. All students are expected to comply with the school regulations as outlined in the Rosati-Kain Student Handbook. Failure to do so may result in ineligibility in the A+ Schools Program.
- Student and parent signatures on the A+ Schools Participation Agreement allow the A+ Coordinator to check discipline records to verify compliance with this requirement.

## Alternate and Algebra 1 End of Course (EOC) Exams

An A+ student must score an “advanced” or “proficient” on the Algebra I End of Course (EOC), Geometry EOC, or Algebra II EOC; or a qualifying score on the ACT (math section) to receive full A+ benefits upon graduation. Rosati-Kain High School does not administer End of Course exams, so students must achieve the qualifying ACT and GPA combination outlined by the A+ Schools Program. Transfer students who have taken a qualifying EOC and received a qualifying score of “advanced” or “proficient” will be considered eligible by Rosati-Kain High School with or without qualifying ACT and GPA scores.





## Federal Financial Assistance Funds

The A+ Schools Program requires a parent(s) to make a good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment. Students who do not submit the FAFSA form will not be able to access A+ funds at the post-secondary level. To meet this requirement, the following guidelines are in place:

- Parents must apply for the Free Application for Federal Student Aid (FAFSA). The FAFSA information must be sent to the state community college or state career/technical school that the student is planning to attend.
- Parents need to apply as early as possible of the year of the student's graduation.

Students should be sure to list the community college or career school they plan to attend on the FAFSA. Students may list up to six schools on the FAFSA. Failing to do so causes unnecessary delays.

Students using the A+ financial incentives for the summer immediately following graduation must contact the school's A+ Coordinator as soon as possible during the senior year.

The FAFSA application form is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## Foreign Nationals

A foreign national may participate in the A+ Schools Program. See A+ Coordinator for information.

Final determination of eligibility for foreign nationals rests with the post-secondary institution.

## Form Availability

A + forms, applications, and other information and/or materials may be obtained through the A+ Coordinator's office as well as on the Rosati-Kain High School website, [www.rosati-kain.org](http://www.rosati-kain.org).



## A+ Waiver Process

One of the requirements of the A+ Schools Program is a 95% attendance rate at the time of graduation. Parents and students have continuous access to student attendance records via the Student Information System, Skyward and will be expected to monitor progress towards eligibility for this criterion. In the event of an extended, unplanned absence, a request for a waiver of certain missed days must be made to the A+ Coordinator in writing within ten (10) days of the end of the school year in which the absence occurred. All requests must be in writing and must be supported by official documentation:

Reason for Absence	Documentation
Hospitalization due to serious accident or illness	Doctor/Hospital letter
Serious accident or illness	Doctor letter

This process is not to be used by graduated seniors. Graduated seniors are to follow the appeals process outlined in the following section.

## A+ Appeals Process

Student and parent(s)/guardians have the right to appeal when they have been informed that the student is ineligible for the A+ financial incentive due to the failure to meet the attendance and citizenship requirements of the A+ Schools Program. In cases of appeal, a student and/or parent must notify the A+ Coordinator, in writing with the necessary documentation, no later than ten (10) days from the end of the school year. An appeals committee meeting will be called to review the written request and a decision rendered within five (5) business days.

The committee shall read the appeal and return its decision the student/parents/guardians.

The Appeals Committee shall be made up of:

- Principal
- Assistant Principal
- A+ Coordinator
- Campus Minister

All Review Committee members who are available for the scheduled meeting shall review the request.

**Attendance:** If the absence counts against the school's Average Daily Attendance, it counts against A+ attendance. The following are among the reasons that will not be excused for A+ attendance: suspensions, vacations, truancy, college visits, and transportation problems.

Failure to meet all other requirements (grade point average, tutoring, attendance at an A+ school for the required time, etc.) is not subject to appeal.



## Tutoring/Mentoring Guidelines

1. Tutoring is defined as academic support of a student the same age or younger. Mentoring is defined as guiding, advising, or supporting with consistency a mentee the same age or younger.
2. When at all possible, Rosati-Kain encourages students to complete the fifty (50) hours of tutoring/mentoring required by the A+ Program concurrently with service hours completed as part of the Christian Service Program required for graduation.
3. The Rosati-Kain Christian Service Program states that students must meet their service requirement by completing at least ten (10) hours during their freshman year, fifteen (15) hours their sophomore year, and seventy-five (75) hours during their junior year, with a total of one hundred (100) hours being completed before graduation. Students participate in a “service immersion” of approximately sixty (60) hours during their junior year as part of their 75 hour requirement.
4. Rosati-Kain strongly recommends that students achieve A+ eligible tutoring/mentoring hours while completing both their freshman and sophomore Christian Service Program requirements. In order for the Service Immersion experiences to count toward the A+ Program, the student must choose a site that meets the tutoring and mentoring qualifications.
5. Tutoring/mentoring must be approved by the Campus Minister before beginning.
6. Mentoring must be done with students of similar age or younger. Hours may not be considered for eligibility if mentee is older than the mentor.
7. Rosati-Kain High School discipline code is in effect at the tutoring/mentoring site. Failure to maintain this code will likely result in disqualification of A+ eligibility as a violation of the Citizenship requirement.
8. Tutoring/Mentoring hours must be documented using the Service Form provided by the Campus Minister, including those done through the National Honor Society.
9. Students must have all completed Service Forms returned to the Campus Minister by May 1 of their senior year in order to be considered for A+ Eligibility.

### Tutoring and/or Mentoring Placement Possibilities\*

1. Summer school program with Rosati-Kain High School or another accredited High School or elementary/middle school
2. School approved tutoring at Rosati-Kain High School
3. National Honor Society tutoring
4. Educational Facilities
5. People Living with Disabilities (younger adolescents or children only)
6. Shelter and Hospitality (younger adolescents and children only)
7. St. Louis Special School District
8. Child Care Facilities

\*This list is not exclusive. Other sites *may* be approved.



## Guidelines to Remember When Sending a Transcript

### Current students

- Transcripts must be sent by the Rosati-Kain School Counseling Office and must be requested via Naviance.
- Transcripts sent by the Rosati-Kain School Counseling Office will be processed on a first-come, first-served basis.
- Prior to processing a transcript, students and parents/guardians must fill out a FERPA release form. Students may obtain this form either from her counselor or by visiting the Rosati-Kain website at [www.rosati-kain.org](http://www.rosati-kain.org), navigating to the Guidance tab, and clicking on “Important Resources & Forms”.
- Students must pay attention to deadlines! It is the student’s responsibility to be aware of college deadlines and to communicate them to their School Counselor.
- Students are responsible for requesting additional documentation needed, including teacher recommendations, requesting those on Naviance, and ensuring that School Counselor knows which need to be sent to which school.
- To maintain clear communication, students should keep a list of due dates and required documentation (transcript, recommendations, and additional supplemental materials) for EACH school, sharing that list with her counselor in writing.
- Transcripts will not be prepared while you wait.

### Graduated Students

- Must request a transcript directly from the Rosati-Kain High School Office of the Registrar.
- Transcript requests for graduated students can be found on the Rosati-Kain website at [www.rosati-kain.org](http://www.rosati-kain.org), located under the Guidance tab by clicking on “transcripts”.
- There will be a \$5 processing fee for all transcripts processed after a student graduates from Rosati-Kain High School. This fee must be paid to the Registrar before the transcript will be processed.



## Missouri State Community Colleges

Crowder College  
601 Laclede Avenue  
Neosho, MO 64850  
417-451-3223  
[www.crowder.edu](http://www.crowder.edu)

East Central College  
1964 Prairie Dell Road  
Union, MO 63084  
636-583-5193  
[www.eastcentral.edu](http://www.eastcentral.edu)

Jefferson College  
1000 Viking Dr.  
Hillsboro, MO 63084  
636-797-3000  
[www.jeffco.edu](http://www.jeffco.edu)

The Metropolitan Community Colleges:  
[www.kcmetro.cc.mo.us](http://www.kcmetro.cc.mo.us)

- Blue River CC  
20301 E M78 Highway  
Independence, MO 64057  
816-220-6550

- Business & Technology College  
20301 Universal Avenue  
Kansas City, MO 64120  
816-482-5252

- Maple Woods CC  
2601 NE Barry Road  
Kansas City, MO 64156  
816-437-3050

- Longview CC  
500 SW Longview Road  
Lee's Summit, MO 64081  
816-672-2000

- Penn Valley CC  
3201 S.W. Trafficway  
Kansas City, MO 64111  
816-759-4000

Mineral Area College  
PO Box 1000  
Park Hills, MO 63601  
573-431-4593  
[www.mineralarea.edu](http://www.mineralarea.edu)

Moberly Area Community College  
101 College Avenue  
Moberly, MO 65270  
660-263-4110  
[www.macc.cc.mo.us](http://www.macc.cc.mo.us)

North Central Missouri College  
1301 Main Street  
Trenton, MO 64683  
800-883-6180  
[www.ncmissouri.edu](http://www.ncmissouri.edu)

Ozarks Technical Community College  
PO Box 5958  
Springfield, MO 65801  
417-895-7000  
[www.otc.edu](http://www.otc.edu)

St. Charles Community College  
4601 Mid Rivers Mall Drive  
St. Peters, MO 63376  
636-922-8273  
[www.stchas.edu](http://www.stchas.edu)



St. Louis Community Colleges  
www.stlcc.cc.mo.us

- STLCC at Florissant Valley  
3400 Pershall Road  
St. Louis, MO 63135  
314-595-4244

- STLCC at Forest Park  
5600 Oakland Avenue  
St. Louis, MO 63110

- STLCC at Meramec  
11333 Big Bend Blvd.  
St. Louis, MO 63112  
314-984-7601

- STLCC at Wildwood  
2645 Generations Drive  
Wildwood, MO 63040  
636-422-2000

State Fair Community College  
3201 West 16th Street  
Sedalia, MO 65301  
660-530-5800  
www.sfcc.cc.mo.us

Southwest MO State University -  
West Plains  
128 Garfield  
West Plains, MO 65775  
417-255-7980  
www.wp.smsu.edu

Three Rivers Community College  
2080 Three Rivers Blvd.  
Poplar Bluff, MO 63901  
573-840-9175  
www.trcc.edu

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## Scholarships Available to A+ Students

The A+ Schools Program is funded through the State of Missouri for Missouri community colleges and vocational/technical schools. However, some 4-year colleges in Missouri (and surrounding areas) are offering their own A+ scholarships. These scholarships are determined by the colleges themselves and may or may not be offered at any time. Each school has specific criteria for being awarded these scholarships, whether they are renewable, and what must be done in order to be eligible. These criteria are in addition to the criteria set forth by the A+ Incentive Program. CHECK WITH THE FINANCIAL AID OFFICE AT 4-YEAR COLLEGES AND ASK IF THEY OFFER ANY INCENTIVES FOR A+ STUDENTS AND, IF SO, WHAT THE REQUIREMENTS ARE.

Currently there are known incentives at the following institutions. Contact the financial aid office at each institution to find out specific information.

Avila University  
Kansas City, MO  
816-501-3600

Iowa Wesleyan  
Mt. Pleasant, IA  
319-385-6242

Columbia College  
Columbia, MO  
800-231-2391

Lincoln University  
Jefferson City, MO  
573-681-5871

Culver-Stockton College  
Canton, MO  
800-537-1883

Lindenwood University  
St. Charles, MO  
636-949-4949

Evangel University  
Springfield, MO  
800-382-6435

Missouri State University  
Springfield, MO  
800-283-4243

Fontbonne University  
St. Louis, MO  
314-889-1492

Missouri Southern State University  
Joplin, MO  
417-625-9399

Hannibal LaGrange  
Hannibal, MO  
573-629-3279

Missouri Valley College  
Marshall, MO  
660-831-4171

Hickey College  
St. Louis, MO  
314-434-2212

Missouri Western College  
Saint Joseph, MO  
816-271-4266



Northwest Missouri State University  
Maryville, MO  
800-633-1175

Park University  
Parkville, MO  
816-584-6290

Southeast Missouri State University  
Cape Girardeau, MO  
573-651-2590

Stephens College  
Columbia, MO  
800-876-7207

Truman State University  
Kirksville, MO  
800-892-7792

University of Missouri Kansas City  
Kansas City, MO  
816-235-1154 or 816-235-6783

Webster University  
Webster Groves, MO  
314-968-6992

Westminster College  
Fulton, MO  
800-888-9266

William Woods University  
Fulton, MO  
800-995-3159

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