

West Nodaway R-1 High School



A+ Student Handbook

Updated: May 2025

Purpose of A+ Student Handbook

In an effort to enhance educational opportunities for high school students, the Missouri General Assembly enacted the Outstanding Schools Act of 1993. Among several reforms included in this legislation, was the establishment of the A+ Schools Program. The purpose of this handbook is to provide a clear understanding of the various aspects of the A+ Program. There are many guidelines established by the law which the West Nodaway R-1 High School must implement and follow. These policies are explained in this handbook.

In May 2009, West Nodaway R-1 High School submitted the required notification to the Missouri Department of Elementary and Secondary Education (DESE), indicating its intent to pursue designation as an A+ high school. By the end of the 2011-2012 school year, West Nodaway completed the numerous steps necessary to earn A+ Designation. This means eligible students graduating from West Nodaway R-1 may be able to receive A+ Financial Incentives. The funding for financial incentives is dependent entirely upon continued support and availability of state appropriations from the Missouri General Assembly.

It is the responsibility of the A+ Coordinator to administer the program in a fair and consistent manner. All A+ students will be treated fairly and equitably. Accurate certification of students is crucial to the integrity of the program. It is the responsibility of the students and parents to read this handbook carefully to understand all the guidelines and regulations before signing the Student Participation Agreement.

Any questions about this handbook or the A+ Program should be directed to the A+ Coordinator at West Nodaway R-1 High School. You may make an appointment by calling 660-725-3317.



Goals of the West Nodaway A+ Program

The A+ Program concept is designed to achieve three basic goals set forth in the Outstanding Schools Act of 1993. The three goals are:

- All students will graduate from high school;
- All students will complete a selection of high school studies that is challenging and has identified learner outcomes; and
- All students will proceed from high school graduation to a college or post-secondary vocational or technical school or high wage job with work-place skill development opportunities.

All projects and efforts of the A+ Program in the West Nodaway R-I School District are designed to achieve the three basic objectives listed above.

Certification of A+ Students

The official transcript will document and certify the GPA requirement has been met. The GPA must be 2.500 or above; 2.499 does not allow the student to be certified.

Monitoring/Notification A+ Status

Students who are participating in the A+ Program will receive a letter reporting their progress in each of the required areas twice a year. These letters will be distributed at established parent conference dates according to the school calendar. If a student/parent does not attend conferences, the letters will be available to be picked up in the A+ Coordinator's office. Any questions or concerns about the information reported should be directed to the A+ Coordinator within 15 business days of notification. A business day is defined as Monday through Friday excluding holidays.

At the end of each school year, the A+ Coordinator will review all records of A+ participants, and the names of eligible students will be submitted to the high school principal and school counselor for official certification prior to graduation. The A+ Coordinator will review all records of A+ students, and names and social security numbers of eligible students will be submitted to the Department of Elementary and Secondary Education after graduation.

Post-Secondary Incentives

Qualified A+ graduates will be eligible to receive: **Tuition to attend any Missouri public community college, vocational or technical college for two years. Funding for these tuition incentives is entirely dependent on appropriations from the Missouri General Assembly.**

Students must meet the qualifications as established by the Missouri Department of Higher Education and Workforce Development. These stipulations can be located online at <https://dhewd.mo.gov/ppc/grants/aplusscholarship.php>

According to the website, the tuition amount eligible for reimbursement is capped at the published standard per credit hour tuition rate charged by State Technical College of Missouri. The reimbursement cap is subject to change annually as tuition rates change. The maximum reimbursement rate is announced in late spring or early summer each year.

The amount reimbursed may be reduced if there are insufficient state appropriations. The following factors may also affect the amount you are eligible to receive:

- Reimbursement will be made for completed coursework, including remedial coursework, for which a standard grade was assigned and that is required by your school for the completion of the degree or certificate. For A+ Scholarship purposes, a grade of Incomplete is considered a standard grade.
- Coursework that is part of a higher-level certificate or degree program taken after receipt of a certificate will be reimbursed if it is related to the original certificate.
- The amount of reimbursement paid for coursework for which a standard grade was not assigned (dropped coursework), including coursework from which you officially or unofficially withdrew, will not be reimbursed if you complete 12 semester credit hours (6 in summer). Dropped coursework will be reimbursed if you complete fewer than 12 semester credit hours (6 in summer) because you will be ineligible for A+ until the dropped hours are completed. For example, if you enroll in 15 hours but only complete 12, A+ will not pay for the 3 hours that were dropped.
- Repeat coursework, which includes courses for which you have already received a grade (including a failing grade), will not be reimbursed.

Your eligibility expires when the earliest of the following occurs:

- 48 months after the graduation date documented on your high school transcript.
 - Students providing service to any branch of the U.S. armed forces can defer their eligibility (see “Can the scholarship be deferred?” below).
 - Students graduating from high school in mid-year may be eligible for a spring award if their high school transcripts indicate the mid-year graduation date.
- Receipt of an associate degree.
- Completion of 105% of the hours required for the program in which you are currently enrolled.

Becoming Eligible

Current eligibility requirements: <https://dhewd.mo.gov/ppc/grants/aplusscholarship.php>

To be eligible for the financial incentives of the A+ Program, a student must be certified by West Nodaway R-1 High School. As the official representative of the Department of Elementary and Secondary Education of the State of Missouri, the A+ Coordinator has the responsibility to certify West Nodaway R-1 High School graduates if they have met the criteria for certification. The high school principal will verify all qualifications and documentation. To be certified as an A+ participant, an individual must complete the following requirements by the date of graduation according to the Missouri Department of Higher Education and Workforce Development (<https://dhewd.mo.gov/ppc/grants/aplusscholarship.php>):

- Be a U.S. citizen or permanent resident
- Make a good faith effort to first secure all available federal post-secondary financial assistance funds that do not require repayment (FAFSA)
- Sign an A+ Program Participation Agreement
- Attend an A+ Designated School for two years of high school prior to graduation
 - If one of your 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, you are exempt from this requirement. However, you must attend an A+ designated high school in the school year immediately preceding graduation and meet all of the other high school eligibility requirements
- Maintain at least a 2.500 non-weighted cumulative high school GPA on a 4.000 scale
- Score proficient or advanced on the Algebra I EOC or meet an alternative math proficiency
- Perform 50 hours of unpaid, approved, academic tutoring or mentoring for elementary students (12.5 hours of mentoring can be from job shadowing)
- Hold a 95%, or better, attendance average for four years of high school in accordance with the attendance standards outlined in the West Nodaway R-1 Student Handbook.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol

Be a U.S. Citizen or Permanent Resident

There are two ways to become a United States (U.S.) citizen – by birth or through naturalization. Lawful permanent residents (LPRs), also known as “green card” holders, are non-citizens who are lawfully authorized to live permanently within the United States (<https://www.dhs.gov>).

Making a Good Faith Effort

A+ participants are required to make a good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment. The following steps must be taken to show this good faith effort:

- Parents must complete and file the Free Application for Federal Student Aid (FAFSA). The FAFSA summary report must be sent to the Missouri Community College or Public vocational/Technical school that the student is planning to attend.
- The FAFSA application opens October 1st of each year, and the deadline for completion in Missouri is Feb. 1st. Students and parents must go to <https://www.fafsa.ed.gov> to apply.

A+ financial incentives will be awarded to reimburse the unpaid balance of the cost of tuition and fees after available federal post-secondary student financial assistance funds have been applied to these costs.

A+ Program Participation Agreement

An A+ Program Participation Agreement must be completed with all the appropriate signatures, and on file in the A+ Coordinator's office. The agreement simply states the student and parents are aware of the A+ Program requirements and incentives.

NOTE: Signing an A+ Participation Agreement in no way obligates the student to adhere to the A+ Program guidelines, but is simply a necessary step if they choose to participate.

Enrollment in an A+ Designated School

Students who attended an A+ designated high school for any 2 years of the 4 years prior to high school graduation and graduated from an A+ designated school have met the enrollment requirement. If a student withdraws from West Nodaway R-1 High School, or transfers to a non A+ school, the student will no longer be considered eligible for the A+ Program.

Grade Point Requirement

The A+ student must graduate from high school with a minimum cumulative non-weighted grade point average of 2.500 on a 4.000 scale. **The cumulative non-weighted GPA is applicable to all four years of a student's enrollment in high school.** Note: Since West Nodaway R-1 High School uses a weighted grading system, the GPA utilized for A+ purpose is figured differently than that used to determine class rank.

Algebra I EOC Requirement

In order to meet this requirement, the A+ student must score **Advanced or Proficient on the Algebra I EOC** assessment or have a combination of the following minimum mathematics sub score on the Pre-ACT or ACT **and** cumulative non-weighted high school GPA:

Minimum Pre/ACT Mathematics Sub Score	Minimum Cumulative Non-Weighted High School GPA
17	2.500
16	2.800
15	3.000

NOTE: A student may retake the Algebra I EOC for the sole purpose of passing this requirement.

Tutoring Requirement

The A+ Program requires students to complete 50 hours of unpaid tutoring or mentoring for younger students. At least 25 hours **MUST** be from tutoring, while 12.5 hours of mentoring can be from job shadowing. Before beginning this requirement for A+ certification, a student must have a signed A+ participation agreement on file in the A+ Coordinator's office.

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

- The A+ Coordinator must approve all tutoring/mentoring activities.
 - Experiences must be school sponsored and not community affiliated.
 - Most approved activities will take place during the school day, and will typically involve activities such as listening to elementary students read, helping them practice spelling words, math facts, etc.
 - All tutoring/mentoring must be done on the school premises under the supervision of classroom teacher or other certified school personnel.
- An A+ Hours Log must be kept by the student and must be signed by the supervising staff member. The log **MUST** be turned in **QUARTERLY** to the A+ Coordinator. Log sheets are available outside the high school counseling office.
- Students are expected to behave responsibly while tutoring/mentoring. This includes notifying the supervisor before absences when possible. It is important to the success of the programs involved that A+ participants remain dedicated to their responsibility.
- Failure to follow these guidelines may result in disciplinary action, and/or dismissal from the A+ Program.
- The student may receive **NO** financial compensation for A+ tutoring/mentoring.
- Any experience not listed in the following tutoring and mentoring options section must be approved prior to the A+ Student participating in the activity by the A+ Coordinator.

Tutoring and Mentoring Options at West Nodaway R-1

Ways to obtain all 50 hours:

1. Tutor elementary students under the supervision of classroom teacher or other certified school personnel before or after school or during Title Reading time.
 - a. Involves buddy reading, spelling, practicing math facts, or any other supplemental academic activity provided by the teacher.
 - b. Before school can allocate up to 30 minutes a tutoring session.
 - c. After school can allocate up to 60 minutes a tutoring session.
 - d. During Title Reading time can allocate up to 30 minutes a tutoring session.
 - e. Students may start the fall of their Freshman year and continue throughout spring of Senior year.
2. Teacher Assistant for classroom teacher working directly with elementary students or approved secondary students.
 - a. Approved activities:
 - i. Buddy reading, spelling, practicing math facts, or any other supplemental academic activity provided by the teacher.
 - ii. Assisting with elementary art, counseling, library, music, or physical education classes where the high school student is directly interacting with elementary students to offer encouragement and being a positive role model.
 - iii. Assisting with secondary Life Skills courses or Junior High Mathematics in which students need assistance practicing math facts, reviewing material, practicing a skill, etc.
 - b. Non-approved activities:
 - i. Cutting and/or laminating items, decorating bulletin boards, shelving books, answering phones, or any other activity not directly interacting with students as a tutor or mentor.
 - c. Students may be a teacher assistant during their senior year. Maximum of 25 hours will count towards the A+ program.
3. Additional options are listed in the chart.
 - a. Each option has a maximum approved hour allotment per year.
 - b. Students may repeat these options each year to obtain cumulative hours.
 - c. If there is a question about an opportunity not listed in the chart, contact the school counselor at a minimum of three school days in advance.
 - i. Counselor must approve the new opportunity before participation to count for A+ hours.
 - d. Reminder: options must be school sponsored and not community affiliated.

Additional mentoring avenues to obtain approved A+ hours starting summer of Freshman year:

Experience	Approved Activities	Non-approved Activities	Max hours per year
Elementary Basketball Tournament	Unpaid coaching, refereeing, score table	Set-up/clean-up, meals, concessions, gate, sweeping, etc.	5
Elementary Cheerleading Camp	Directly working with elementary students participating in event	Set-up/clean-up, meals, making fliers, driving to/from event, etc.	3
Elementary Fun Day	Directly working a station or supervising elementary students	Set-up/clean-up, lunch, etc.	4
Elementary Math & Reading Nights	Participating in event activities with elementary students	Set-up/clean-up, driving to/from event, etc.	2
FBLA/FFA Elementary Activities	Directly working with elementary students participating in event	Set-up/clean-up, meals, making fliers, driving to/from event, etc.	3
Morning Mentoring	Mentoring elementary students in approved activities from 7:35 – 7:50a T, W, and/or Th	Not being in supervised area (cafeteria, elementary gym, old elementary library) with student.	Up to 0.75 per week Sept - April
Summer Library	Buddy reading, assisting with book check-out, giving an AR test, etc.	Set-up/clean-up, meals, shelving books, making fliers, cutting or laminating, etc.	10
Approved A+ Activities at Nodaway Holt	Directly working with elementary students participating in event	Set-up/clean-up, meals, making fliers, driving to/from event, etc.	3
Other Approved Options	Example: Elementary Football Chain Crew	Set-up/clean-up, meals, making fliers, driving to/from event, etc.	3

Job Shadow Opportunities

Up to 12.5 hours of mentoring hours can be from a job shadow opportunity during high school. Students may have more than one job shadow, however, total A+ hours cannot exceed 12.5.

Process to secure a job shadow opportunity:

1. Contact the school counselor and advise of inquiry at least two weeks ahead of the time you would like to participate in a job shadow opportunity.
2. Provide school counselor with possible locations you would like to pursue.
 - Family members cannot be the main/direct supervisor but can be the contact point in order to establish the job shadow experience.
3. The school counselor will contact and plan arrangements with location(s) and notify student of establishment.
4. The school counselor will provide student with a “Job Shadow Visit” form.
 - Paperwork must be signed by parent and returned to the counselor prior to the job shadow date.
 - Counselor will update location and verify student attendance for date/time.

- Form will be returned to student and must be signed by the onsite job shadow supervisor.
- Paperwork is then returned to counselor the following school day to receive credit for A+ hours.

Attendance Requirement

To be eligible for A+ Program financial incentives, a student must have at least a 95% cumulative attendance record during his/her four years of high school, in accordance with the attendance standards outlined in the West Nodaway R-1 Student Handbook. Students are expected to attend school regularly and be on time for classes. Therefore, the student will acquire the habits of punctuality, self-discipline, and responsibility. A student who does not meet the 95% attendance requirement will not be eligible for the A+ financial incentive. The following attendance guidelines are required of all students participating in the A+ Program.

- A cumulative attendance record will be kept from the beginning of the A+ student's high school career until graduation.
- The high school office will keep the official record of attendance. Students attending Northwest Technical School will have their attendance reported daily and their records maintained in the high school office.
- Each semester, parents/guardians and students will be provided updated information that includes the student's attendance record via the semester grade card.

Absences that occur because of school-sponsored activities are not counted against attendance.

Attendance appeals may be considered for:

- Catastrophic illness
 - Catastrophic illness definition: An acute or prolonged illness usually considered to be life-threatening or with the threat of serious residual disability. Treatment may be radical and is frequently costly (<https://www.ncbi.nlm.nih.gov>).
 - Examples: cancer, leukemia, heart attack, stroke
- Hospitalization for non-elective surgery or emergency treatment
 - Care in a hospital that requires admission as an inpatient and usually requires an overnight stay. An overnight stay for observation could be outpatient care (<https://www.healthcare.gov>).
- Absences related to a qualifying chronic disability for which the student has in place a 504 Plan and a related attendance-accommodation on file in the District.
 - Chronic disability: Chronic diseases are defined broadly as conditions that last 1 year or more and require ongoing medical attention or limit activities of daily living or both (<https://www.cdc.gov>).

- 504 accommodation: Missouri students who are enrolled in a school that receives federal funding are entitled to accommodations under a 504 plan if they have a disability - either physical or psychological - that inhibits a critical life activity or if they have been treated as having a disability within the school system (<https://dese.mo.gov>).
- Catastrophic family crisis involving immediate family members
 - Catastrophic family crisis: A crisis is an upset in a steady state causing a disruption or breakdown in an individual's or family's usual pattern of functioning. Families in crisis find that their usual ways of coping or problem solving do not work; as a result they feel vulnerable, anxious, and overwhelmed (<https://www.hhs.gov>).
 - Examples: death of immediate family member, fire or natural disaster, job loss

It is not possible to list every situation in this handbook. If you have questions, please contact the A+ Coordinator. All eligibility appeals related to attendance will be considered on a case-by-case basis by the A+ Appeals Committee.

Citizenship Requirement

Participation in the A+ Program is an honor and a unique privilege for West Nodaway R-1 High School students. Participants are expected to conform to a higher standard of conduct than is applicable to non-participants. Students must maintain a record of good citizenship and avoid the unlawful use, possession, and distribution of drugs and alcohol.

Certification of good citizenship is based on the official school discipline record maintained in the administrative offices of West Nodaway R-1 High School. Consequences for infractions of the discipline code are assigned by the high school principal, and that administrator is responsible for certifying the accuracy of the student's discipline record.

Citizenship Determination

The West Nodaway R-1 School District will use a point system to determine Good Citizenship status. All students begin with zero points when entering high school. Throughout high school they may accumulate points based on inappropriate or unacceptable behavior. The accumulation of 24 points or more at any time during enrollment, results in revocation of A+ status. This is a retroactive process and applies to any A+ students moving into the district.

Disciplinary actions and resulting points are as follows:

- First detention received during high school career - 0 points
- Second and each subsequent detention - 1 point per offense
- In School Suspension (ISS) - 3 points per day
- Out of School Suspension (OSS) - 4 points per day

A student will be immediately removed from the A+ Program for drugs/alcohol/substance use, conviction of a felony, or conviction of violations of the Safe Schools Act. Any student under contract who receives two in-school-suspensions in one year will also be removed.

Unlawful Use of Drugs/Alcohol

Participants will not possess, sell, or use any controlled substance or drug paraphernalia as defined by law and stated in the West Nodaway R-1 High School Student Handbook. For purposes of this rule, the term “drug” includes any illegal drug, alcoholic beverage, illegally possessed prescription drug, controlled substance, drug paraphernalia, or item which by markings or by representations made, is represented to be a drug.

The use of prescription medicine is allowed only to the extent authorized by school district policy. Students and parents are responsible for understanding and following these guidelines.

The following convictions will result in **immediate removal** from the A+ Program:

- Possession, use, sale, or transfer of alcohol or drugs
- Possession of drug paraphernalia

Criminal Activity

A conviction of a criminal activity, as defined by the Safe Schools Act, will also result in the **immediate removal** from the A+ Program. These offenses include but may not be limited to:

- First and second-degree murder
- First degree arson
- Kidnapping
- Sexual assault
- First and second-degree assault
- Felonious restraint
- First and second-degree burglary
- Property damage
- False fire/bomb threats or misuse of emergency equipment
- Possession of a weapon (under provisions of Chapter 571 MO.Rev. Statutes)
- Voluntary/involuntary manslaughter
- Robbery
- Distribution of Drugs
- Expulsion
- Distribution of drugs to minors
- Intimidation
- Assault on a student
- Physical threats

West Nodaway R-1 Appeals Process

In accordance with Missouri state guidelines, a school district may have a process to review an appeal by a student to meet the A+ Schools Program Guidelines. West Nodaway R-1 High School provides such a process for a student/parent to submit a request for an appeal for denial of A+ tuition.

ATTENDANCE and **CITIZENSHIP** are the only A+ requirements subject to appeal.

The procedures and due dates outlined below are established in the best interests of the student. Several state requirements mandate that names of A+ eligible students be reported to the Missouri Department of Elementary and Secondary Education (DESE) within two weeks of graduation each year. DESE is precluded from adding names after the specified time because of state funding issues.

There is no State appeals process. The State of Missouri will not address any local school issues regarding a student's A+ eligibility.

Student/Parent Responsibilities

- Contact the A+ Coordinator to discuss any attendance or citizenship concerns.
- Review attendance updates provided to the parents/students on a routine basis.
- Review communication from the Administration and/or A+ Coordinator regarding citizenship infractions.

Criteria for Submitting an Attendance Appeal

The purpose of an appeal is to consider whether the student can meet the State requirements related to **attendance** for the A+ Program when extreme or unusual situations necessitate an appeal, as referenced to those listed under "Attendance Requirements" for which attendance appeals may be considered.

A request for an appeal related to attendance **must** occur no later than 15 business days after the attendance decision is sent to the student/parent. A business day is defined as Monday through Friday excluding holidays. Appeals may only be related to absences that fall within the semester measurement period immediately prior to the notification. Appeals related to absences which occurred prior to the immediately completed measurement period are not eligible for appeal. (For example, if the student/parent receives a notification on January 10, 2023, only absences occurring from August 1, 2022 through December 31, 2022 are subject to appeal. Absences occurring prior to August 1, 2022 are no longer eligible for appeal.) To be considered for an attendance appeal, the student must currently meet all other requirements of the A+ Schools Program.

Initiating an Attendance Appeal

1. To initiate an appeal, request the **Attendance Appeals Form** from the A+ Coordinator.
2. Complete the Attendance Appeals Form **and** attach a letter from the student requesting consideration of the appeal **and** any other original documentation that will help the committee understand the nature of the appeal. Original documentation provides detailed information, explaining and supporting the appeal. Examples of original documentation may be a letter signed by the attending physician or insurance documents. An insurance document (Explanation of Benefits - EOB in lieu of physician's statement) may be used to verify a period of confinement to a medical institution.
 - Original documentation for absences is **not** maintained by the school and therefore needs to be provided by the student as part of the appeal application.
3. Assemble and submit all required documentation to the A+ Coordinator within 15 business days of notification to parents and students that attendance is below 95% cumulative average. A business day is defined as Monday through Friday excluding holidays.

Criteria for Submitting a Citizenship Appeal

The purpose of an appeal is to assist the student in meeting the state requirements for **citizenship** under the A+ Program when extreme and unusual situations necessitate an appeal. A request for an appeal must be submitted to the high school A+ Coordinator within 15 business days of notification of parents and students that citizenship points have exceeded the limit of 24 points. A business day is defined as Monday through Friday excluding holidays.

Initiating a Citizenship Appeal

1. To initiate an appeal, request the **Citizenship Appeals Form** from the A+ Coordinator.
2. Complete the Citizenship Appeals Form **and** attach a letter from the student requesting consideration of the appeal and any other documentation that will help the committee understand the nature of the appeal.
3. Assemble and submit all required documentation to the A+ Coordinator within 15 days of student and parent notification of citizenship points exceeding the 24 limit.

Review Process and Procedure

1. The Appeals Committee meets and reviews each student appeal. The committee is comprised of the following West Nodaway R-1 staff:
 - School counselor and A+ Coordinator
 - High school principal
 - Four high school teachers, at least one being a core subject
 - School nurse if the appeal is related to a medical issue/concern
2. The Appeals Committee meets within two weeks after the appeals form and written documentation is submitted to the A+ Coordinator to review all appeals, both attendance and citizenship. Appeals received after May 1st will be reviewed before the last day of school for that student. Senior student must submit an appeal prior to April 15th.
3. The Appeals Committee reviews **only written documentation** submitted. Verbal appeals will not be granted.
4. The A+ Coordinator submits the student's documentation to the appeals committee.
5. The A+ Coordinator acts as a facilitator and has no vote in the committee decision.
6. The committee reviews a student's entire attendance and discipline record as well as any file in the school nurse's office for all high school years of enrollment, including truanancies, family vacations, tardies, out-of-school suspensions, etc. to advance the committee's understanding of the appeal. Review of the entire attendance record assists the committee in understanding the student's level of commitment to maintaining the required ninety-five percent (95%) attendance for the A+ Schools Program, however, as previously provided, **ONLY** the absences related to the immediately preceding semester are subject to appeal.
7. For attendance appeals, only absences that meet the reasons stated in the criteria for submitting an attendance appeal section will be considered as an appealable absence.
8. For citizenship appeals, only citizenship infractions addressed on the citizenship appeals form will be considered for review by the appeals committee. The committee may opt to place a student on probationary status in the A+ Program for a citizenship infraction.
9. The student/parent is notified in writing of the committee's decision within 15 business days of the review. A business day is defined as Monday through Friday excluding holidays.
10. The appeals committee will make the final decision regarding attendance appeals. The West Nodaway R-1 High School principal will make the final decision regarding the citizenship policy.

Further Consideration of a Denied Appeal

After having received notification of the Appeals Committee's decision, the student and/or parent may desire to further discuss the decision. The student and/or parent have the right to discuss the appeal and must contact the Superintendent for further discussion. The West Nodaway R-1 superintendent may uphold the decision, overturn the decision, or ask the committee to reconsider the decision. The decision of the superintendent is final and no further appeal levels are available.

A+ Schools Attendance Appeals Form

Due 15 days after notification is given to student/parent by A+ Coordinator

ATTENDANCE APPEAL:

The purpose of an appeal is to consider whether the student can meet the State requirements related to **attendance** for the A+ Program when extreme or unusual situations necessitate an appeal, as referenced to those listed under "Attendance Requirements" for which attendance appeals may be considered.

- Catastrophic Illness
 - Catastrophic illness definition: An acute or prolonged illness usually considered to be life-threatening or with the threat of serious residual disability. Treatment may be radical and is frequently costly (<https://www.ncbi.nlm.nih.gov>).
 - Examples: cancer, leukemia, heart attack, stroke
- Hospitalization for non-elective surgery or emergency treatment
 - Care in a hospital that requires admission as an inpatient and usually requires an overnight stay. An overnight stay for observation could be outpatient care (<https://www.healthcare.gov>).
- Absences related to a qualifying chronic disability for which the student has in place a 504 Plan and a related attendance-accommodation on file in the District.
 - Chronic issues: Chronic diseases are defined broadly as conditions that last 1 year or more and require ongoing medical attention or limit activities of daily living or both (<https://www.cdc.gov>).
 - 504 accommodation: Missouri students who are enrolled in a school that receives federal funding are entitled to accommodations under a 504 plan if they have a disability - either physical or psychological - that inhibits a critical life activity or if they have been treated as having a disability within the school system (<https://dese.mo.gov>).
- Catastrophic family crisis involving immediate family members
 - Catastrophic family crisis: A crisis is an upset in a steady state causing a disruption or breakdown in an individual's or family's usual pattern of functioning. Families in crisis find that their usual ways of coping or problem solving do not work; as a result they feel vulnerable, anxious, and overwhelmed (<https://www.hhs.gov>).
 - Examples: death of immediate family member, fire or natural disaster, job loss

Please attach documentation supporting the appeal.

A+ Schools Attendance Appeals Form

Today's Date: _____

Student Name:		
Address:		
Town:	Zip Code:	
Parent/Guardian Name(s)		
Parent/Guardian Home and Cell Phone(s):		
Parent/Guardian Email(s):		
Grade:		Graduation Year:

Use the following space to describe the nature and reason for appeal. You may attach additional pages of information as necessary. List exact dates and times appealed:

A+ Schools Attendance Appeals Form

REQUIRED DOCUMENTATION TO BE SUBMITTED WITH THE APPEAL:

1. Original documentation from a healthcare provider and/or insurance provider detailing information supporting and explaining the appeal. The documentation should include, at minimum:

- Specific dates and times related to the appeal which fall within the appealable window of time
- Healthcare provider’s diagnosis
- Healthcare provider’s course of treatment
- Healthcare provider’s certification regarding the period of the student’s incapacity that reflects the inability to attend school
- Date student was released to return to school

2. A letter from the student requesting consideration of the appeal.

3. Any additional pertinent documentation which will help committee members understand the nature of the appeal and support the request.

4. Optional: A letter from the parent or guardian in addition to the above information.

I acknowledge receipt of the appeal process procedure:

Parent Signature	Date
Student Signature	Date

Date Received by A+ Coordinator _____

A+ Schools Citizenship Appeals Form

Due 15 days after notification is given to student/parent by A+ Coordinator

CITIZENSHIP APPEAL:

The purpose of an appeal is to assist the student in meeting the state requirements for **citizenship** under the A+ Program when extreme and unusual situations necessitate an appeal.

An appeal must be for one of the following reasons:

- Unlawful use of drugs or alcohol
- Violation of the district’s student discipline policy
- Violation committed by a student under contract which involves poor behavior, disrespect, profanity, dishonesty, etc.
- Any student under contract who received two in-school-suspensions in one year

Today’s Date: _____

Student Name:		
Address:		
Town:	Zip Code:	
Parent/Guardian Name(s)		
Parent/Guardian Home and Cell Phone(s):		
Parent/Guardian Email(s):		
Grade:		Graduation Year:

*Please attach a letter from the student and documentation supporting the appeal.
List exact dates and times being appealed.*

A+ Schools Citizenship Appeals Form

Use the following space to describe the nature and reason for appeal. You may attach additional pages of information as necessary. List exact dates and times appealed:

REQUIRED DOCUMENTATION TO BE SUBMITTED WITH THE APPEAL:

- 1. Any pertinent documentation which will help committee members understand the nature of the appeal and support the request. List exact dates and times to be considered for appeal.
- 2. A letter from the student requesting consideration of the appeal.
- 3. Optional: A letter from the parent or guardian in addition to the above information.

I acknowledge receipt of the appeal process procedure:

Parent Signature	Date
Student Signature	Date

Date Received by A+ Coordinator _____