



# HANDBOOK

FOR

PARENTS AND STUDENTS

OF

MARIONVILLE HIGH SCHOOL



## FOREWARD

The A+ Student Handbook has been written to provide you with information concerning the various aspects of the A+ Schools Program, as it was established by the Outstanding Schools Act of 1993. This legislation requires that Marionville High School establish specific guidelines and policies in order to meet the stipulations of the program. It is the responsibility of the A+ School Coordinator to administer the A+ Program in a fair and consistent manner.

The first step toward participation in the program is the signing of an A+ Schools contract which requires the signatures of student, parent, principal and A+ Coordinator. It then becomes the responsibility of the student to continue to meet the requirements of the program as outlined in this handbook in order to be certified as an A+ student upon graduation.

It is realized that some students will not be able to meet the requirements as set forth in the A+ Schools Program. It will be the responsibility of the A+ Schools Coordinator to notify the student and parents immediately if it is determined that a student is not eligible for A+ status. This manual is designed to present in a clear and consistent manner the guidelines and policies to be followed by the A+ School Coordinator.

Please read the information carefully. It is provided for parents, students and employees of the district so that a clear understanding of the requirements for becoming an A+ Student is achieved.

All information provided in this handbook is subject to change based upon MO Legislative approval. All of the qualifications listed here are up-to-date as of the printing of this handbook. Please check with [www.mdhe.mo.gov](http://www.mdhe.mo.gov) for the latest qualifications.

Direct any questions concerning this program to the high school principal at 258-2521.

Mark Estep

A+ Coordinator

## **THE A+ SCHOOLS PROGRAM**

The A+ Schools Program is a comprehensive program of curricular, instructional, and technological developments and improvements designed to better meet the needs of all students, regardless of whether they plan to attend a traditional four-year college, community college, a vocational or technical school, or plan to seek employment immediately out of high school.

The program will provide for extensive curricular development, staff development, career guidance, activities designed to address the needs of at-risk students, articulation agreements with postsecondary educational institutions, and the development of applied courses that provide learning in a more real-world content.

## **GOALS OF THE A+ SCHOOLS PROGRAM**

As outlined by the Missouri Department of Elementary and Secondary Education, the three primary goals of the A+ Schools Program are:

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

This last goal, perhaps more than any other, exemplifies the basic purpose of the A+ Schools Program. It is essential that every student graduate from high school with the skills and tools required pursuing whatever educational and career goals the student and his or her parents select. The A+ Schools Program will provide information to assist in making those decisions, and will provide for the development of educational programs that more fully meet the needs of all Marionville High School students.

## **WHAT MUST A SCHOOL DO TO GAIN STATUS AS AN A+ SCHOOL?**

The district must establish and make significant progress toward meeting district-wide performance standards regarding the primary goals of the A+ Schools Program, develop performance standards for all courses, provide for a plan to work towards a general track of courses that lead to graduation, and develop a partnership plan with parents, business leaders, community leaders, and other educational institutions.

## **BENEFITS FOR STUDENTS**

All students will benefit from the infusion of technology into the curriculum, the development of more effective instructional techniques, clearly stated and measurable learner expectations and graduation performance standards, more extensive career exploration and guidance activities, and the development of courses with a more real-world focus.

Each student can be assured that he or she will be required to complete a rigorous academic program that is more closely geared to his or her individual needs and interests.

## **FINANCIAL INCENTIVES FOR POSTSECONDARY EDUCATION**

Once A+ School status is attained by Marionville High School, graduates can qualify for two years of free tuition, general fees, and up to 50% for books (provided the state legislature provides funding) at any public Missouri community college, vocational, or technical school.

These incentives will be made available after the student has made a good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment. This requires students to fill out a FAFSA form after January 1<sup>st</sup> of their senior year.

Students will receive this incentive for two years (six semesters). A student must be considered a full-time student by the institution. Students must complete the two years of full-time enrollment at a community college or a public vocational/technical school within four years after graduation from Marionville High School.

## **STUDENT ELIGIBILITY**

To be eligible for the financial incentives of the A+ Schools program, a student must be certified as an A+ Student by Marionville High School. The A+ Coordinator, as the official representative of the A+ Schools Program to the state educational department, has the responsibility to certify whether a graduate of Marionville High School has met the criteria of the program.

To be certified as an A+ Student, an individual must do the following:

- ✓ Attend Marionville High School or transfer from an A+ high school for 3 years prior to graduation (must be enrolled prior to September 1<sup>st</sup> of the student's sophomore year).
- ✓ Graduate with at least a 2.5 grade point average on a 4.0 scale (rounding up is not permitted).
- ✓ Maintain a 95% attendance record

- ✓ Perform 50 hours of unpaid tutoring or mentoring for other students.
- ✓ Maintain a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol.
- ✓ Make good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment by submitting a FAFSA form after January 1<sup>st</sup> of the student's senior year.
- ✓ Beginning with the class of 2015, students must achieve a ranking of proficient or advanced on the Algebra I EOC
- ✓ In order to access A+ funds, male students must register for selective service upon turning 18 years of age.

A summary sheet of each student's progress will be updated each semester and kept in the A+ Coordinator's office.

### **ENROLLMENT REQUIREMENTS**

In order to obtain financial incentives, the requirements are for a student to attend Marionville High School for three consecutive years prior to graduation.

~~The student must enroll in Marionville High School no later than September 1<sup>st</sup> **of the student's sophomore year or transfer from an A+ certified high school where enrollment was prior to September 1<sup>st</sup> of the student's sophomore year.**

~If a student withdraws or transfers from Marionville High School after the beginning of their sophomore year, the student will not be considered eligible for the A+ School Program unless they re-enroll in an A+ designated school. If a student transfers back to Marionville from an A+ designated school they may continue to participate in the A+ Schools Program.

### **GRADE POINT REQUIREMENT**

To receive financial benefits, a student must graduate with a cumulative grade point average of 2.5 or above on a 4.0 scale. The following statements are intended to help clarify the A+ School policies concerning grade point average:

~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 public community college or public vocational/technical school.

~Rounding up a grade point average is not allowed.

### **GOOD FAITH EFFORT TO SECURE FUNDING**

The A+ Schools Program requires students/parents to first make a good faith effort to secure all available federal postsecondary financial assistance funds that do not require repayment before A+ funding will be available.

~Parents must complete and submit the Free Application for Federal Student Aid (FAFSA). After about four to six weeks, information will be received that must be sent to the community college or public vocational/technical school which the student is planning to attend.

~The FAFSA form is available online at [www.fafsa-online.org](http://www.fafsa-online.org).

~The FAFSA form must be completed before the student graduates in order to receive A+ funding.

~Parents are encouraged to apply as early as possible, but not before January 1 of the year the student graduates.

~Failure to submit a completed FAFSA could jeopardize the student's ability to access A+ funding.

### **ATTENDANCE REQUIREMENT**

The attendance rate must be at least 95% for the accumulated time from the beginning of the student's freshman year at Marionville High School until graduation. The following guidelines will be followed:

~The accumulative attendance information given to the A+ School Coordinator will come from the official attendance record kept by the district.

~An accumulative attendance record will be kept from the beginning of the student's freshman year until graduation.

~At the end of each semester, the accumulative attendance record will be sent to the A+ Coordinator.

~Each year, a letter showing the accumulative attendance record information for each A+ student will be sent to the parents.

### **APPEAL FOR WAIVER OF ABSENCE**

After receiving this information, the parent will have 30 days to file an appeal with the A+ School Coordinator. If an appeal is not filed within 30 days of notification, then a waiver for those days missed will not be considered.

~Parents should use the Appeal of Absence form. An example is included in the Appendix of this handbook.

~Students with specific health histories must make sure that the medical documentation of chronic or long term health related problems are on file with the school nurse and such health related problems shall be considered in a possible review situation.

Those submitting a request for a waiver of days missed shall provide the A+ Coordinator with official documentation of the following:

<u>Reason for Absence</u>	<u>Letter from:</u>
1. Doctor/Dentist visit	Doctor
2. Hospitalization	Doctor
3. Chronic Health problems	School Nurse
4. Court dates	Court official
5. Funerals	Principal
6. Personal Calamity	Principal
7. Catastrophic illness	Doctor or Principal

A student will not receive a waiver if any absence is due to any of the following:

- ~Truancy
- ~Skipping Class
- ~Personal/family vacation
- ~Transportation problems (unless it involves school provided service)
- ~Suspended from class or school for any reason

When all of the information is received, a review committee will meet at the end of each semester to decide if a waiver for absences for A+ status determination will be granted. The review committee for attendance appeals will be composed of the following:

- ~Guidance counselor
- ~High School Principal
- ~One teacher
- ~A+ Coordinator

After the review committee reaches a decision, the A+ School Coordinator will notify the parents by letter.

\*\*Please be aware that if a student sustains a long term injury or illness that will preclude the student from meeting the 95% attendance rate required for A+

certification, parents may make arrangements with the school district for the student to receive homebound instruction which can then be counted as attendance toward the student's 95% attendance rate.

### **TUTORING/MENTORING REQUIREMENT**

The Criteria of the A+ Schools Program requires that students seeking A+ status must perform 50 hours of unpaid tutoring or mentoring for other students. Listed are the A+ Schools guidelines concerning tutoring or mentoring.

~Tutoring/mentoring must be school based.

~The student must go through an orientation/training before the mentoring/tutoring will begin.

~The official time sheet must be picked up in the high school office and turned in at the end of each tutoring/mentoring session or the cooperating teacher may choose to complete the on-line forms.

~The official time sheet must be signed by the faculty member and/or school official in charge of that tutoring or mentoring (example form in Appendix of this handbook.)

~Tutoring/mentoring may be done during school or during summer school.

~All tutoring/mentoring must be done on school premises.

~All tutoring/mentoring experiences must begin before March 1<sup>st</sup> in the year student will graduate.

~The student is expected to be present at the agreed upon day and time for tutoring/mentoring.

~If an absence must occur, the student is expected to notify the adult in charge of the tutoring/mentoring experience.

~The following list contains possible opportunities that will count toward the 50 hours of unpaid hours of tutoring/mentoring requirement of the A+ Schools Program. All activities must be academic in nature:

Elementary school tutoring/mentoring

Middle school tutoring/mentoring

High school tutoring/mentoring

A+ summer school tutoring program

Other opportunities as approved by the A+ school coordinator

In order for students to participate in A+ tutoring during school hours, the following criteria must be met:

1. Must be a junior or senior.
2. At the beginning of their senior year, must have at least a 2.3 GPA.
3. May not have been removed from the A+ program due to citizenship issues.

Students may earn their tutoring hours during summer school after their sophomore year, prior to graduation.

### **CITIZENSHIP REQUIREMENT**

This section of the handbook explains the A+ Schools requirement of maintaining a good citizenship record and avoiding the unlawful use of drugs. Below is a list of guidelines to be used to determine citizenship requirements.

~The student must have no incidents or convictions of drug or alcohol use/abuse **including tobacco**. Any student wishing to be eligible for the A+ financial incentives will not sell, possess, or use any controlled substances as defined by law unless prescribed by a licensed physician. Any violation of this policy will result in automatic removal from the A+ School Program.

~**Any violation of the Safe Schools Act will result in the Principal recommending immediate withdrawal from the A+ School Program.**

~Some discipline instances are serious in nature and may result in the removal of the student from the A+ program. If the student is not removed from the program, he/she may be placed on immediate probation for a period up to 180 school days from the date of the offense.

~Students who have accumulated a total of three (3) days of In-School-Suspension (ISS) during the school year will be placed on probation for a period up to 45 school days from the date of the most recent offense. In both In-School and Out-of-School suspension (OSS) instances, immediate notification by letter will be mailed to the parents/guardians informing them of the student's probationary status. If placed on probation, the student can appeal within ten days of notification in order for the student to remain in the A+ program. (Refer to the probationary period below).

~Out of School Suspension (OSS) will accumulate over a student's four years of high school and are not removed from the student's A+ citizenship record. Any instance of OSS will place the student on immediate probation. If the total instances of OSS accumulate to six (6) or more days of suspension, the student will be immediately removed from the A+ program.

**~Probationary Period:** If a student receives any additional In-School-Suspension or Out-of-School suspension offenses while on probation, the decision to remove the student from the A+ program will be made by the A+ Coordinator. If removed, the student would have the right to appeal the decision before a committee comprised of the Principal, Counselor, A+ Coordinator, and two faculty members, one of which can be selected by the student.

If the student observes the above guidelines, he/she could be eligible for 2 years tuition by the State of Missouri at any public community college or vocational/technical school if all other A+ School requirements are satisfied. Before the state will reimburse for tuition, however, it is the responsibility of the student's parent or guardian to make application for all other federal funding which does not require repayment. If federal funding is granted, the A+ monies will only reimburse the balance of tuition and general fees that the federal funding did not cover. All A+ payments are contingent upon funding by the Missouri Legislature.

### **MISSOURI COMMUNITY COLLEGES AND STATE TECHNICAL COLLEGES**

An up-to-date list is available at [www.MDHE.mo.gov](http://www.MDHE.mo.gov)

## **REIMBURSEMENT TO ELIGIBLE INSTITUTIONS**

### **Definitions**

Reimbursements will be made to the eligible institutions for tuition, books (50%), and common fees applicable to all students for each A+ eligible student for two (2) years (6 semesters) full-time course work within the student's four (4) year eligibility period each semester that academic eligibility is maintained (based upon legislative approval). Book fees reimbursement is contingent on available state funds. Students enrolled in more than 23 hours in a semester will be charged for 2 semesters of A+ eligibility.

### **Tuition-cost per credit hour**

Local institution's tuition rate will be charged and both in-district and out-of-district rate are eligible. Tuition rates apply for Missouri residents only. These may vary by institution.

### **Fees**

Fees that are charged at the eligible institution are eligible for reimbursement. These may vary by institution. \*Note: These fees are those uniformly charged to all students by the eligible institution.

### **Allowable Expenditures**

Tuition and fees will be paid as appropriated by the state legislature to fund this program.

## **ELIGIBLE PROGRAM OF STUDIES**

All A+ eligible students must enroll in programs of study leading to diplomas, certificates, or associate degrees approved by Coordination Board of Higher Education and Department of Elementary and Secondary Education. Examples of programs NOT eligible for A+ financial incentive include non-credit certificates or customized/contracts certificates provided to specific employers. CBHE/DESE approved programs must be included in the directory of eligible institutions before or on the date the student enrolls in the program.

A+ student may be granted admission to the eligible postsecondary institution, but that does not guarantee admission to all programs of study.

## **TIMELINE ELIGIBILITY FOR A+ STUDENTS**

An A+ student may receive financial incentives for up to a maximum of six semesters if pursuing a CBHE or DESE approved program at an eligible postsecondary institution. A student has a maximum of 4 calendar years from the date of graduation within which to complete his/her eligibility as designated by the A+ approved high school.

## **A+ SCHOOL FINANCIAL INCENTIVE GUIDELINES AND PROCEDURES MANUAL**

### **Initial Eligibility**

Eligibility to attend an eligible postsecondary institution is established by the A+ designated high school. In order for the institution to receive the financial incentives a student must be enrolled full-time, 12 credit hours or 24 clock hours or more per week, for the semester or the equivalent. A student may enroll in an eligible postsecondary institution in any fall semester, spring semester, summer semester or other term identified by the institution immediately following the official spring graduation date of the student's respective senior class.

### **Delaying Enrollment**

An eligible A+ student may choose, or find necessary, to delay his/her enrollment in an eligible postsecondary institution immediately following high school graduation. Regardless of the reason for this delay, student has a maximum of 48 consecutive months from high school graduation during which A+ benefits may be accessed.

### **Continuation of Eligibility**

The A+ student must maintain a 2.5 cumulative GPA while at any postsecondary institution. In order to be eligible to receive A+ financial incentives for a subsequent term a student must have completed a minimum of full-time academic load (12 credit hours or more per semester or the equivalent of 24 clock hours weekly) for the semester. **If a**

**student drops below 12 credit hours during a semester, the student is liable for all expenses incurred during that semester.** A student must have achieved a 2.5 cumulative grade point average on a 4.0 scale on hours taken at any institution.

A student may receive benefits for a maximum of six (6) semesters of full-time attendance or the completion of the first associate degree.

A student attending a summer or an intersession must enroll in and complete the eligible institution's equivalent full-time requirement including designation as a degree seeking student.

### **Losing Eligibility**

If a student does not complete the minimum full-time requirement, 12 credit hours per semester or 24 clock hours per week for the semester or the equivalent, and/or has a cumulative GPA which falls below the 2.5 GPA on a 4.0 system, the student is not eligible to receive an A+ schools financial incentive for the following semester.

### **Reinstatement of Eligibility**

In order to be reinstated after a student has been found ineligible, the A+ student must enroll in a subsequent term and:

~complete at least the number of credits (hours) not completed in the previous semester of eligibility, or

~achieve a GPA that will restore the required, cumulative 2.5 GPA, or

~fulfill both criteria if the enrollment and GPA requirements are not met.

During the semester(s) of ineligibility, the student is responsible for all costs incurred, and the institution cannot request A+ financial incentive for that student.

### **Transfer from an Ineligible Institution to an eligible Institution**

Students who transfer from an ineligible institution to an eligible institution must meet all requirements for the A+ Schools financial incentive. This would apply to students who return to an eligible institution after attending a non-eligible one, such as a four year institution. Such students would still have to meet the 2.5 GPA requirements on the completion of any postsecondary education course.

### **Transfer from One Eligible Institution to Another**

A student may be eligible for A+ schools financial incentive when transferring between eligible institutions as long as the student meets all requirements for eligibility. Failure to meet these requirements will result in the student not being eligible in subsequent terms of enrollment until requirements for reinstatement are met.

### **High School Dual Credit**

Students who are earning college credit while in high school are not eligible for the A+

schools financial incentive until they have graduated from high school. Grades earned in college courses taken in dual credit are not to be applied to the cumulative GPA calculation for determining eligibility to receive an A+ schools financial incentive.

### **Concurrent Enrollment in Eligible Post secondary Institutions**

A student who enrolls concurrently at more than one eligible postsecondary institution is eligible to receive A+ financial incentive. The institution granting the degree will claim the dually enrolled student for state reporting/reimbursement purpose. The second institution of enrollment will bill the student's degree granting institution for payment of tuition due.

### **Students with Disabilities**

The policy of the local institution will be used to determine eligibility. A+ student may enroll in off-campus outreach centers operated by the eligible institution. Application for the financial incentive on the FV-4 form will be submitted by the main campus of the eligible institution.

### **Students Enrolled in Developmental Courses**

Students enrolled in developmental courses are eligible for A+ financial incentive.

### **Institutions with Off-Campus Outreach Centers**

A+ student may enroll in off-campus outreach centers operated by the eligible institution. Application for the financial incentives on the FV-4 form will be submitted by the main campus of the eligible institution.

## **FINANCIAL ASSISTANCE**

To determine the actual amount of the A+ financial incentive, the postsecondary institution must determine if the A+ eligible student has made a good faith effort to secure all available federal student financial assistance that does not require repayment. Following are the appropriate definitions, policies and procedures to follow so that the postsecondary institution can complete this process.

### **Definitions**

~Free Application for Federal Student Aid (FAFSA): the free federal application which all students use to determine if they are eligible for any federal need-based postsecondary student financial assistance funds.

~Federal Pell Grant and Federal Supplemental Educational Opportunity Grant Programs: Federal Title IV grant programs that provide postsecondary financial assistance funds to eligible students who demonstrate significant financial need which do not require repayment.

~Federal Perkins Loan, Federal Stafford Loan, and Federal Direct Loan Programs: federal Title IV loan programs that provide postsecondary financial assistance funds to eligible students which require repayment by the student borrower.

~Federal College Work-Study Program: Federal Title IV Work-Study Program that provides postsecondary financial assistance funds to eligible students. Based on demonstrated financial need and the student's commitment to employment which do not require repayment.

~Costs considered for reimbursements: tuition, common fees and one-half book allowance for full-time attendance at any public Missouri Community College or area vocational/technical school.

~Good faith effort: any student submitting the FAFSA so that the school can determine if the student is eligible for any non-repayment federal postsecondary financial assistance funds.

~Demonstrated financial need: difference between the total financial resources available to the student's total cost of attendance, including tuition, common fees, room and board, books and supplies, personal expenses and transportation while attending full-time at an eligible Missouri postsecondary institution.

~Initial recipient: any student who meets the eligibility requirements and receives A+ benefits as first-time, full-time enrolled student at an approved Missouri postsecondary institution.

~Renewal recipient: any student who has received A+ benefits and continues to meet the eligibility requirements at an eligible Missouri postsecondary institution.

~Academic degree progress: to maintain academic progress, an A+ student must be enrolled full-time pursuing a program of study approved by the CBHE or DESE which leads to a certificate or associate degree, maintain a 2.5 cumulative GPA, and must complete a minimum of 12 credit hours per semester or 24 clock hours or more per week for the semester or the equivalent.

~Approved Missouri postsecondary institution: any Missouri public community college or vocational or technical school.

### **INSTITUTIONAL POLICIES AND PROCEDURES**

1. Have students who may be designated A+ status submit the FAFSA so that the student has made a good faith effort to secure all available federal student financial assistance that do not require repayment.
2. Obtain the student's official high school transcript with A+ designation to determine the initial recipient's eligibility.
3. Determine student eligibility for any federal financial assistance that does not require repayment, which shall exclude all federal college work-study funds.
4. Determine A+ reimbursement amount for eligible students and request the reimbursement amount according to DESE's policies and procedures. A+

reimbursement can be requested for any enrollment period at anytime as long as it is in the same fiscal year in which an A+ student was admitted as a full-time student to an approved Missouri postsecondary institution.

5. Monitor a renewal recipient's academic degree progress to determine if the student is eligible to receive renewal A+ benefits.
6. Identify transfer students who may be eligible for initial or renewal of A+ financial incentives.
7. It is recommended that eligible institutions consider and calculate an A+ student's eligibility under the 1997 relief act prior to determining the student's actual A+ financial incentive amount.

**APPEAL OF ABSENCE**  
**FOR**  
**A+ STUDENT CERTIFICATION**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Street or PO Box

City

Zip Code

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

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This request to appeal the school absence regarding certification of A+ Student status is for the following:

**Semester:**

**School Year:**

\_\_\_ FALL

\_\_\_ SPRING

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In the space provided below, please indicate the date(s) of the absence and the reason for the request to be reviewed. Please attach the documentation as requested in the A+ Student Handbook and forward this form to the A+ Coordinator's office within **one month** of the end of the semester.

**Date of Absence**

**Reason for Absence**



**MARIONVILLE**  
**A+ SCHOOLS**  
**MENTORING/TUTORING SERVICE CONTRACT**

Name: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Career Goals: \_\_\_\_\_

\_\_\_\_\_

Subject Areas/Grade Level of Interest: \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, agree to perform fifty (50) hours of unpaid tutoring or mentoring for other students. I have read and understand the tutoring guidelines laid out in the tutoring handbook and I agree to follow all school rules and regulations while I am working in the capacity of a tutor or mentor. I realize this service is only one of the stipulations I must follow in order to meet the requirements set forth by the A+ Schools Program.

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Student's Signature \_\_\_\_\_ Dated \_\_\_\_\_

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Parent's Signature \_\_\_\_\_ Dated \_\_\_\_\_

## TUTORING ACTIVITY REPORT

**INSTRUCTIONS:** The student must legibly **complete** this report (including the signature of the verifying school staff member) and return it to the A+ Coordinator's office.

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

Name of Student/Class you're tutoring: \_\_\_\_\_

\_\_\_\_\_

Date of Activity: \_\_\_\_\_ Time Began: \_\_\_\_\_ Time Ended: \_\_\_\_\_

\*Number of hours spent on activity \_\_\_\_\_

\_\_\_\_\_

Date	Student Signature
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\_\_\_\_\_

Date	Signature of Verifying Staff Member
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\*to be filled out by the A+ Office.

