

PART I

STEP 1: GUIDANCE COUNSELOR/PARENT-STUDENT MEETING AT HOME SCHOOL

Date: _____ COUNSELOR SIGNATURE: _____
PARENT/GUARDIAN SIGNATURE: _____

STUDENT INFORMATION

PARENT/GUARDIAN INFORMATION

NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

HOME PHONE: _____

CELL PHONE: _____

WORK PHONE: _____

EMAIL ADDRESS: _____

DATE OF BIRTH: _____ AGE: _____ RACE: _____ SEX: M F

HOME SCHOOL: _____ CREDITS: _____ COUNSELOR: _____

***DOES STUDENT HAVE GOVERNMENT ISSUED PHOTO ID? _____ STUDENTS MUST SHOW PICTURE ID AND SOCIAL SECURITY CARD TO REGISTER FOR THE OFFICIAL GED TEST.**

**Special education classes are not provided in the GED program. Before a student with special education needs is admitted, the student must be placed on monitor status by his or her case manager. However, testing accommodations can be met.*

SPECIAL ED: YES NO *IF YES, PLEASE ATTACH A COPY OF THE IEP & PSYCHOEDUCATIONAL REPORT
504 PLAN: YES NO *IF YES, PLEASE ATTACH A COPY OF THE 504 PLAN

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

STEP 2: STUDENT EVALUATION/ASSESSMENT ON THE OFFICIAL GED PRACTIC TEST

PRE TEST LOCATON: _____ DATE: _____ FORM: _____

READING TABE SCORE: _____ (7.5 MINIMUM REQUIRED ON TABE TEST TO QUALIFY FOR ISAEP)

GED OPT { SCIENCE: _____
SOCIAL STUDIES _____
READING _____
MATH _____
WRITING _____
ASSESSOR : _____

NOTE: A score of 410 or higher is required on each of the five official GED subject area pre-tests for any 16 year old to enter the ISAEP program. Only students who meet all requirements of step one and two may proceed to step three. Seventeen year old students without qualifying ISAEP scores may enter the Pre-GED program.

TO BE COMPLETED BY GED STAFF ONLY

STEP 3: ISAEP/PRE-GED LOCATION ASSIGNMENT

GED LOCATION: _____ START DATE: _____

NNPS TRANSPORTATION TO BE PROVIDED: YES *NO

SESSION: 1 OR 2

DAYS: MONDAY TUESDAY THURSDAY FRIDAY

**PARENTAL PERMISSION LETTER
INDIVIDUAL STUDENT ALTERNATIVE EDUCATION PROGRAM (ISAEP)
AND/OR THE NNPS GED PROGRAM**

I, _____, legal guardian of _____ with date of birth _____, do hereby grant permission for my child to withdraw from the high school diploma curriculum in order to pursue a General Equivalency Diploma. I realize that my child will no longer be considered a high school diploma candidate and will be withdrawn from all classes except those designed to prepare him/her for the GED exam and to provide an overview of vocational workplace skills.

I further acknowledge that my child will still remain subject to all Commonwealth of Virginia laws including **Mandatory School Attendance, and to all Newport News Public Schools procedures and policies including all sections of the Student Rights and Responsibilities Handbook.**

NEW SUMMITS GED/ISAEP PARENT/STUDENT CONTRACT

Attending New Summits in pursuit of your GED is a privilege. You have made a decision that will impact and prepare you for the rest of your life. Acquiring a GED is not an easy task. It takes hard work and commitment on your part. As in college or the workplace, there are policies and procedures that you must follow to maintain your status as a student or as an employee. Attending New Summits is no different than either of those venues. Our expectation is that you will follow the rules and regulations below at all times to be a student in good standing. Please read them carefully and initial.

AS A GED STUDENT I AGREE TO THE FOLLOWING RULES AND RESPONSIBILITIES:

- _____ < I will attend school/classes as scheduled. In the event of my absence I will notify the school by phone on the day of my absence and submit a parental note within two days of my return to school. I understand that if I accumulate 3 or more unexcused absences I will be referred to a NNPS truancy officer.
- _____ < I understand that I must be present for 90% of the classes while I am enrolled in the GED/ISAEP program. If I fail to achieve a 90% attendance rate I WILL NOT be permitted to take the Official GED Test regardless of my post-test score.
- _____ < I will dress in adherence to all New Summits policies and the NNPS Rights & Responsibilities Handbook while a student in the GED program.
- _____ < I will demonstrate a positive attitude and respectful behavior towards my teachers and peers.
- _____ < If I use NNPS transportation I will follow the rules as outlined in the handbook.
- _____ < I will demonstrate academic progress appropriate to my skill level and participate in all vocational training activities.

AS THE PARENT/GUARDIAN OF A GED STUDENT I AGREE TO THE FOLLOWING REQUIREMENTS:

- _____ < I will participate in all scheduled conferences as requested.
- _____ < I will provide on-going support to my child as needed to comply with the rules and responsibilities of this program.

By signing below, the student and parent hereby agree to follow the above rules and requirements and understand that violations may result in suspension from or the loss of the opportunity to continue the GED program.

Signed: _____
(Parent/Guardian)

Signed: _____
(School Official)

Date: _____

Signed: _____
(Student Signature)

Date: _____

REQUEST FOR RELEASE OF GED SCORES

TO WHOM IT MAY CONCERN:

I am hereby giving permission for the release of my GED scores to the faculty and staff of the GED program in which I am enrolled.

Printed Name of Student

Social Security Number

Student Signature

Date

Parent Signature*

*If the student is enrolled in the ISAEP or Alternative ED GED program, the parent is also required to sign.

PART II

TO BE COMPLETED WITH ISAEP COORDINATOR

STUDENT ACCEPTANCE FORM

INTERNET ACCEPTABLE USE PROCEDURE

All students are provided with access to district computer resources. In addition to accessing the district computer network, as the parent or legal guardian, I have reviewed and discussed the contents of the Student Internet Acceptable Use Procedures located within the Student Rights & Responsibilities Handbook with my child. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet Use and settings and conveying standards for my child to follow when selecting, sharing or exploring information and media.

I understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violations, access privileges may be revoked, disciplinary and/or legal action may be taken.

I DO I DO NOT grant permission for my student to access the Internet using district computer resources.

Parent/Guardian Signature & Date

Student Signature & Date

JACKSON LEARNING CENTER BUILDING RULES

1. STUDENTS MAY NOT LEAVE THE BUILDING WITHOUT PERMISSION DURING SCHOOL HOURS.
2. SNACKS AND BEVERAGES MAY BE PURCHASED AT JACKSON AT DESIGNATED TIMES. NO OUTSIDE FOOD OR BEVERAGES ARE ALLOWED.
3. SUNGLASS MAY NOT BE WORN AT ANY TIME IN THE SCHOOL BUILDING.
4. CELL PHONES & ALL OTHER PERSONAL ELECTRONIC DEVICES MUST BE TURNED OFF AND OUT OF SIGHT AT ALL TIMES ON SCHOOL GROUNDS. The student will be given one warning about cell phone usage; however, after one warning the phone will be given to the director, and the phone will be returned to the parent/guardian.
5. DRESS CODE: AT JACKSON LEARNING CENTER, WE MUST ADHERE TO APPROPRIATE DRESS OUT OF RESPECT FOR OTHERS. THEREFORE, THE FOLLOWING ARTICLES OF CLOTHING ARE PROHIBITED:
 - *PAJAMA PANTS
 - * SLIPPERS AND OR BEDROOM SHOES
 - * SUNGLASSES IN THE BUILDING
 - * MINI-SKIRTS OR SHORT SHORTS (SHORTS AND SKIRTS MUST BE FINGER-TIP LENGTH OR LONGER)
 - * LOW-CUT TOPS/NECKLINES, SEE THROUGH MATERIALS
 - * TANK TOPS, SPAGHETTI STRAP SHIRTS OR BLOUSES AND STRAPLESS TOPS
 - * SHIRTS THAT EXPOSE A STUDENT'S MID-SECTION
 - * SPANDEX OR STRETCH PANTS
 - * SHIRTS WITH OFFENSIVE WRITING OR LOGOS OR SHIRTS DISPLAYING ANYTHING RELATED TO ALCOHOL OR DRUGS OR SEX.
6. **ALL PANTS WORN TO SCHOOL MUST BE WORN AT THE WAISTLINE. NO EXCEPTIONS PERMITTED.**
7. REGARDLESS OF AGE, ABSOLUTELY NO SMOKING ON SCHOOL PROPERTY.
8. NO HATS, RAGS, OR HEAD COVERINGS MAY BE WORN BY ANY STUDENT.

RIGHTS AND RESPONSIBILITIES HANDBOOK REVIEW

This is to acknowledge that I have received a copy of the Students' Rights and Responsibilities Handbook and that I have read, or had the book read to me and discussed. This also acknowledges that I took part in a class review of the contents of the handbook and that I had a chance to ask questions about anything that I did not understand. I understand that all rules in this handbook apply to students coming and going to school, on the yellow bus, on the HRT bus and at all school activities and events. In signing this document I agree to follow the rules and regulations. I further acknowledge that I have taken this handbook home to review with my parent/guardian.

Student Signature

Date

I have read the Newport News Public Schools Students' Rights and Responsibilities Handbook and agree to discuss it periodically with my child. I realize that I may contact the school for any assistance in understanding the rules and regulations. I understand that additional copies of the handbook are available at any school. I agree to support the rules and regulations in the handbook.

STUDENT NAME:

NEWPORT NEWS PUBLIC SCHOOLS

STUDENT ID#

ISAEP/GED PROGRAM APPLICATION

Parent/Guardian Signature

Date