



9028 D Prince William Street
Manassas, Virginia 20110

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STUDENT/PARENT AGREEMENT 2010-2011

Our school program is independent from any public school system. We are funded in a variety of ways including through the Virginia Department of Social Services, the court systems, private donations or grants, and tuition paid by families. Funding is limited. At this time Prince William County Schools, Manassas City and Manassas Park Schools accept our credits on a case by case basis. Because we are not part of a public school system, it is necessary for us to have an understanding with each student and parent about the following:

ELIGIBILITY - The Technology Academy program is intended to assist students who have had difficulty in a traditional high school setting. We expect that students applying to the Tech Academy have previously attempted to succeed in a regular middle and high school.

A student cannot be placed at the Tech Academy by any adult or official. This program is an opportunity rather than a placement. The student must demonstrate an interest in coming to our school through his or her own written and/or oral statements. The student must demonstrate a continued interest by regular attendance.

BASE SCHOOL - The parent/guardian (or student if over 18) must provide school records from their base school as needed. We need up-to-date transcripts and confirmation of each credit needed. We also need proof of Special Education eligibility. We maintain contact with the base school, and they will be informed whenever a student leaves the Tech Academy (for any reason).

Parents and students should inform the Technology Academy when arranging to fulfill any other requirements of the base school, such as literacy passport and/or standardized testing. A student does not receive a diploma from the Tech Academy, so the parent must contact the base school for a diploma to be awarded.

CREDITS – Parents/guardians should call the administrator at their child's base school to determine whether that student will receive course credits if he/she attends the Technology Academy. Students must provide an authorization letter from their school if a contract is not already in place with the Technology Academy.

REQUIRED FORMS – The Emergency Form and this Student/Parent Agreement must be completed and turned in by the second day of school. Permission forms must also be signed at the beginning of the school year for photos, videos, counseling and school-related trips off campus.

MEDICAL NEEDS - The Technology Academy is not equipped to handle medical problems. Parents are expected to arrange for their student's medical needs outside of school. We do not have a school nurse available and it is important that you let us know who is to be contacted in case of a medical emergency at school.

DISCIPLINE - The Tech Academy does not have an administrator whose primary job is to deal with discipline problems. We expect students to maintain control and behave in a manner that would be appropriate in an office setting. This is not a placement for students who "act out" at school. Parents will be expected to respond immediately when contacted about any discipline problem that may arise. Police will be called immediately about any matter that involves assault, theft, or illegal actions.

ABSENCES - Students may not leave school at any time without a signed permission from a parent and a valid reason for leaving. No student may leave the school grounds to purchase food or meet other youths. Leaving school during the day without permission and knowledge of the staff is reason for dismissal from the program. Absences of more than ten days in a semester will be considered failure and the student may be dismissed from the program. Two tardies and/or instances of leaving early will be counted as one absence. There are no excused absences.

COUNSELING – Counselors are available to the Tech Academy and occasional group counseling is held for the students. At times, the psychologist teaches in the classroom. Limited individual counseling is offered as needed and as time permits. By signing this form you permit your student to participate in these counseling opportunities.

DRESS CODE - At the Technology Academy, family, faculty and students make our school successful. We want an atmosphere that encourages learning and fosters self-esteem. These guidelines will enable us to keep our dress standards in proper perspective and help students take pride in their school and themselves. The standards conform to community expectations and should eliminate anything that may be disruptive to the educational process. It is believed that a student's appearance at school should not be any different from that required at a place of work. Students will be asked to correct the violation upon entering the school. Appropriate T-shirts will be provided for those students who wear inappropriate shirts. Students who continue to not follow the dress code guidelines will be sent home, and their parents/guardians will be notified.

ELECTRONIC DEVICES - Electronic devices are classified as cell phones, pagers, beepers, PDAs, video cameras and CD players. The Technology Academy prohibits the use of cellular phones, pagers, beepers, and video cameras during the instructional school day. Such devices shall not be visible and shall remain off during the instructional school day. Any telecommunications device that emits an audible signal,

vibrates, displays a message, or otherwise summons or delivers a communication to the possessor during the school day shall be confiscated. Notice shall be given to the student's parent/guardian of the confiscation. The notice may be made by telephone or in writing. The device will only be returned to the parent.

LUNCH - Students are expected to bring food for lunch. Parents are encouraged to remind their child to bring food even if they anticipate that they will not be hungry during the day. Hungry students have short attention spans and cannot do their best work.

TRANSPORTATION - School buses are not provided for Technology Academy students (with the exception of Manassas Park Middle and High School students). There are a limited number of parking spaces for students who anticipate driving to school. A parking permit from the Tech Academy will be required. Parents are expected to arrange transportation for their students.

CLEAN-UP - Because the Technology Academy setting is part of a private office complex, we must maintain our building both outside and inside. Students will be expected to participate daily in cleaning up the building. Our hands-on work often creates a good deal of clean-up. We do not have a custodian.

PROGRAM - The Technology Academy curriculum is an integrated program. As an example, English assignments may be combined with technology assignments. Students will find the program different from that of a traditional school. They will not usually attend separate classes for each subject, although at times some subjects may be taught separately. Like a student's base school, our curriculum is aligned with Virginia standards of learning. Our approach of teaching to objectives is different.

HANDS-ON SKILLS - Our curriculum emphasizes visual and kinesthetic skills, although auditory skills are also important. Students who are comfortable with "hands-on" activities usually find our program exciting and interesting. Students who do not enjoy working with their hands, getting dirty at times, and cooperating as a team may not find our program appropriate for their academic needs. In most cases, students are not allowed to do "independent study", reading alone and doing written assignments.

FIELD TRIPS - Field trips may be planned. Your student is expected to inform you of the trips ahead of time and return a signed permission. Our students occasionally walk to locations in the nearby community, for instance to see exhibits at the Manassas Museum or to visit a local business. Signing this form gives your student permission to walk to any such locations arranged by the Technology Academy staff.

WORK EXPERIENCE - The Tech Academy prepares students to live in the real world, and includes the world of work. All students are required to work in an internship position at either a community service job or a local business in career-related employment in order to remain at the Tech Academy. Students are encouraged to work at an internship site for more than the required number of hours if they wish to do so.

Work experience teaches job responsibility and assists in future paid employment. Parents are expected to assist in arranging transportation to and from a workplace or Job Training. Our staff monitors work progress with the supervisors at each internship site.

RANDOM DRUG SCREENING- The Technology Academy believes in a drug free environment, therefore random drug screening is possible. We have professional drug screening tests and trained individuals to administer the test. Our school policy is that a child could be removed for a positive test result or for refusing to take a requested drug test.

DRUG POLICY- If a student possesses drugs, cigarettes, alcohol, inhalant intoxicants or look-alikes on school grounds or at school functions, the police will be notified. Students and their legal guardians are responsible for notifying a staff member immediately if they have reason to believe a weapon or drug are at the school or at any school related event.

I have read and understand the Student /Parent Agreement. I am interested in admission to the Technology Academy and will abide by all school rules if I am accepted. I understand that I will be asked to leave if I do not comply with the rules of the school and that the base school will be informed of my leaving.

STUDENT

DATE

I have read and understand the Student/Parent Agreement. I am interested in having my child admitted to the Technology Academy. I understand that my student must abide by all school rules if accepted. I understand he/she will be asked to leave the school if he/she does not comply with the rules, and that the base school is informed of his/her leaving.

PARENT/GUARDIAN

DATE