

# Cattaraugus-Allegany BOCES

2009-2010

## GED Program Application and Guidelines



**Belmont CTE**  
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585-268-5681 (Office)  
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**Mrs. Kathleen Brisky**  
Principal

**Mrs. Jennifer Herbert**  
Counselor

**Mrs. Rebecca Webb**  
GED Teacher



**Ellicottville CTE**  
5550 Rt 242  
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**Mr. Noel Sheehy**  
Principal

**Mr. Vince Oliverio**  
Counselor

**Mr. Swetland**  
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GED Teacher



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### GED MISSION STATEMENT

The GED Program is intended to serve school age students in need of an alternative educational environment. Program standards align with NYS AHSEPP regulations, CABOCES policies and established practices of student discipline. The program is designed to develop academic and technical skills necessary to obtain and be successful in the workforce.



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### ALTERNATIVE HIGH SCHOOL EQUIVALENCY PREPARATION PROGRAM “AHSEPP” (NYCRR Part 100.7 [h])

#### General Program Description:

This program prepares students to take the examination for a High School Equivalency Diploma. The program operates on a 15 hour a week basis at the Career and Technical Education Centers of Cattaraugus Allegany BOCES. Students may also have the option to participate in Career and Technical Education programs.

#### Eligibility:

- **Student must be between 16 and 17 years of age inclusive.**
- **Student must have completed the school year in which they turned 16.**
- Exception, for city and union free school districts of more than 4500 inhabitants that employ a superintendent of schools, the school board has the authority to require minors 16 – 17 years of age who are not employed to attend school until the last day of school in which they turn 17 (3205 (3) Ed. Law).
- **Student must have a documented 8<sup>th</sup> grade reading level.** Examples of assessments that may be used to determine grade level equivalent are: Wide Range Achievement Test, IOWA Test, California Achievement Test or other similar assessments or documentation that indicates reading level. Such documentation must accompany the student’s application for entry into the program.
- Student must not have been on a regular school day register of grade nine for at least one school year and shall score below the passing score on a State elementary assessment; **or**
- Student shall have fewer than 12 ½ % of the number of units of credit required by the school district for a diploma multiplied by the number of years the student has been in grade 9 through 12. School Districts may request that a variance be granted by the Commissioner of Education. (NYCRR Part 100.7 (h) [5]).



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### GED PROGRAM CHECK LIST

**All of the following are required before the student attends the program.**

GED registration documents	Date	Home School - sign when completed
Signed Application Form		
Signed Attendance Agreement		
Signed GED Lunch Agreement		
Free and Reduced lunch application – fax Vicki Williams 716-699-5423		
Signed Student/Parent Commitment		
State Ed. Variance Form B – if required		
Student Essay - attach		
Transcripts, Discipline and Attendance Records - attach		
CSE Documentation (if classified) - IEP/Psych Eval		
Student Interview Date:		

**Please return all paperwork and documentation to the CTE Counselor at the appropriate Center.**

**\*\* A five (6) day attendance agreement per quarter is in effect. If a student is absent (excused or unexcused) 6 days he/she will be dismissed from their GED and CTE programs. They may reapply in 30 calendar days. All NYS regulations, BOCES rules (student handbook/code of conduct) and agreements apply.**



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Olean CTE

## GED APPLICATION FORM 2009 - 2010

### Personal Information (please print)

Student Name \_\_\_\_\_ DOB \_\_\_\_\_

Home School \_\_\_\_\_

### Eligibility Requirements

- Student turned 16 before 6/30/07 yes or no
- Student is at substantial risk of not completing the total requirements for a high school diploma. yes or no
- Please complete for all students

- A. \_\_\_\_\_ Enter number of credits required for graduation
- B. \_\_\_\_\_ Multiply the number in "A" by .125 and enter the results here
- C. \_\_\_\_\_ Enter the number of complete years student has been in 9-12
- D. \_\_\_\_\_ Multiply B x C and enter the results here
- E. \_\_\_\_\_ Enter the total number of credits earned by the student
- F. \_\_\_\_\_ Subtract D from E and enter (+ or -)

*If the number is negative, the student meets AHSEP admission requirements. If the number is positive, complete form B.*

### Career Planning

Requested Technical Class \_\_\_\_\_

Career Goal \_\_\_\_\_

### Health Information

The student currently:

- Has vision problems yes or no
- Has hearing problems yes or no
- Has seizure disorder yes or no
- Has allergic reactions yes or no
- Is taking medication yes or no (type \_\_\_\_\_)
- Has physical limitations yes or no
- Other \_\_\_\_\_



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## GED APPLICATION FORM CONT'D

### Attendance/Disciplinary/Behavior/Other Circumstances

Are there concerns in these areas? \_\_\_\_\_  
\_\_\_\_\_.

\*Please include any anecdotal records with will assist us in meeting the student's needs.

\*Please include a high school transcript, even if there are no credits, listing courses taken.

### Classification (please circle one)

- Student was never classified.
  - Student has been declassified.      Indicate former classification \_\_\_\_\_
  - Student is currently classified\*      Classification \_\_\_\_\_
- \*CSE chair person must sign this application.

### Test accommodations

A student may qualify for testing accommodations on the GED Exam if appropriate documentation is provided. Please send all forms listed below that apply to be utilized as documentation of the need for accommodations.

The following are attached:

\_\_\_ Psych Eval    \_\_\_ IEP    \_\_\_ 504 Plan    \_\_\_ Medical Records/Reports    \_\_\_ Other

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

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

HS Principal/Counselor \_\_\_\_\_ Date: \_\_\_\_\_



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CTE Principal: \_\_\_\_\_ Date: \_\_\_\_\_

## GED PROGRAM ATTENDANCE AGREEMENT

I believe attendance is crucial to my success. To this end I make the following commitment to excellence by agreeing to follow the GED Program Attendance Agreement:

**I am allowed 5 absences (excused or unexcused) per quarter. If I reach a 6th absence, in either my CTE or GED program, I will be dismissed from both.**

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

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

HS Principal: \_\_\_\_\_ Date: \_\_\_\_\_

CTE Principal: \_\_\_\_\_ Date: \_\_\_\_\_

\*The CTE Principal reserves the right to modify this attendance agreement, in favor of the student, in the event of **documented** hardship, emergency or extenuating circumstances.

\*\*When a student reaches 3 absences in a quarter an attendance warning letter will be sent to the student's home, the parent/guardian will be telephoned and the home school will be notified.

\*\*\*With the consent of the home school a student may re-apply to the GED/CTE program after 30 calendar days. If the student is re-accepted they will be subject to a strict attendance contract limiting their absences to 3 days in a quarter. On the 3<sup>rd</sup> absence they will be dismissed from their GED/CTE program for the remainder of the school year. See \* above.

\*\*\*\*This attendance agreement serves the CA-BOCES component school districts by providing educational options for their students. Component school districts pay tuition for the GED Program. When students do not attend districts do not receive the service they purchase. We



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maintain a waiting list of students to enter the GED program. If a student is not attending it is essential that we offer our school districts opportunities for students who will.

## GED PROGRAM LUNCH AGREEMENT

**\*\*\*Students are not allowed to leave campus at any time, including lunch \*\*\***

Students enrolled in the GED Program are able to participate in a regular school lunch program through Ellicottville Central School District. Lunch menu and dates of availability are determined by Ellicottville Central School. Lunches are not available on days Ellicottville Central School is not in session. On days when no lunch is available it is the responsibility of the student/parent to bring their lunch or plan accordingly.

**We will not accept permission to leave campus via telephone.**

Students/parents are responsible for paying off their lunch balance in full by the end of the school year. Students who carry a negative lunch balance will not be allowed to take the GED Exam. Additionally, any student carrying a negative lunch balance will not be allowed to participate in graduation.

By signing below I understand I am not allowed to leave campus without prior written permission and that if I carry a negative lunch balance I will not be allowed to take the GED Exam or participate in the graduation ceremony.

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

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

HS Principal: \_\_\_\_\_ Date: \_\_\_\_\_

CTE Principal: \_\_\_\_\_ Date: \_\_\_\_\_



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## GED STUDENT-PARENT COMMITMENT DOCUMENT

I have read and understand the GED agreements, BOCES student handbook and code of conduct. If I do not abide by these guidelines disciplinary action, including removal from GED and CTE, may be taken.

By signing below I acknowledge that I have read, understand and will abide by all of the above agreements, BOCES policies and procedures.

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

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

HS Principal: \_\_\_\_\_ Date: \_\_\_\_\_

CTE Principal: \_\_\_\_\_ Date: \_\_\_\_\_

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### CRITERIA FOR TAKING THE GED EXAM

1. At least 17 years old.
2. Passing scores on all 5 practice tests.
  - Practice exams will be given at least 4 x per year
    - i. Writing ( 800 )
    - ii. Reading ( 800)
    - iii. Math ( 800)
    - iv. Science ( 800)
    - v. Social Studies ( 800)
    - vi. Maximum Score 4000 points
    - vii. Minimum score of 450 on each section and overall minimum score of 2250 is required in order to be eligible.**
3. Students must be in good standing in their Career and Technical Education class.
4. The Ellicottville CTE Principal, the Career and Technical Education Teacher and home school principal must agree to allow the student participate in the NYS GED Exam.

### TAKING THE GED EXAM PRIOR TO COMPLETION OF SENIOR YEAR

It is highly unusual for students to participate in the NYS GED Exam prior to completing their senior year. This is generally reserved for students with extenuating circumstances and is rarely allowed. However, there are times when this is permissible. Some examples of this are:

1. Student is moving out of state and would like to participate in the NYS GED Exam prior to leaving due to interfering state GED testing requirements.
2. Student has a signed commitment letter from the U.S. Military and needs the GED in order to begin service.
3. Student has a signed acceptance letter from an accredited college.
4. Student pregnancy which may result in dropping out of school.

In the unusual event permission is given the following criteria apply:

1. Student meets all NYS requirements for participation in the GED Exam (see above).
2. Student has excellent skills in their Career and Technical Education Class.
3. Student is successfully participating in an internship.
4. Student has signed consent of their parent with permission from the CTE principal, GED instructor, Career and Technical Education Teacher and home school principal.

### **STUDENTS WHO TEST EARLY CONTINUE TO BE ENROLLED IN THEIR GED AND CTE PROGRAMS.**