



**2017- 2018 Evening School of Excellence  
SESSION II: **SPRING** Registration Information**

**Program Description**

The Evening School of Excellence primarily serves high school students who have experienced academic difficulties, personal challenges, and/or are at-risk of not graduating on time. Designed to help students get back on track to graduation, the program provides an opportunity for students to complete coursework and recover credits needed for graduation through evening classes. The instructional program addresses the learning styles of students through smaller classes, more individualized attention, and differentiated teaching strategies.

**Important Dates**

Nov. 28 – Feb. 2	Registration Period
<b>January 12</b>	<b>Application and Payment Deadline for PE 9 and PE 10*</b>
<b>February 2</b>	<b>Application and Payment Deadline for all courses except PE 9 and PE 10*</b>
February 12	Spring Session Begins
<b>**February 15 @6:00 pm</b>	<b>- MANDATORY ONLINE PE 9 &amp; 10 ORIENTATION – AVR Auditorium</b>
February 16	Add/drop period ends. Refunds will not be considered after <b>February 17.</b>
<b>February 19</b>	<b>No Class – Student Holiday</b>
<b>March 1</b>	<b>No Class – Student Half Day</b>
Mar. 28 – 29	Midterm Exams
<b>April 2 – 6</b>	<b>No Class – Spring Break</b>
<b>April 16</b>	<b>No Class – Student Half Day</b>
May 14 – 17	Final Exams and SOL Testing
May 17	Last Day of the Spring Session
May 25	Final Grades Posted

**Tuition**

Students may enroll in one course for a tuition fee of \$200. Students may enroll in **two courses held within the same session** for \$300. Driver’s Education costs \$175.

**Course Drop Period**

The last day to drop a course with a refund is **February 16, 2018.** Please see your home school counselor if you wish to drop the class.

**Class Times:** Classes meet twice each week 5:15 pm – 8:30 pm.

**Henrico County Public Schools reserve the right to cancel courses for which there is insufficient enrollment.**

**Course offerings include:**

English 11	Algebra II – <b>HSHS only</b>	VA & US Government
English 12	Geometry – <b>HSHS only</b>	Virginia & US History
Online PE 9 & 10*	Algebra Functions & Data Analysis	Driver’s Ed.* – <b>AVR only</b>
Biology II	Econ and Pers. Finance – <b>AVR only</b>	

**\*An additional fee applies for the Behind-the-Wheel portion of the Driver’s Education course. The B-T-W fee (\$100) is collected by the driving instructor. Students enrolling in Online PE must have a gym membership and a current physical. Students who are not able to provide an acceptable copy of a current physical to the instructor on opening night will be required to drop the course the following day.**

<b>Evening School of Excellence Program Sites</b>		
<b>Academy at Virginia Randolph</b> 2204 Mountain Road Glen Allen, Virginia 23060 804-261-5085	<b>Highland Springs High School</b> 15 S. Oak Avenue Highland Springs, Virginia 23075 804-328-4000	

**Please keep this page for your records, and submit pages 2-4 to the home school with payment.**



# EVENING SCHOOL OF EXCELLENCE

## 2017 – 2018 SPRING REGISTRATION

NTP Office Use Only  
 Date Received \_\_\_\_\_  
 Via Mail \_\_\_ Fax \_\_\_\_\_

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

Full Address \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Parent (evening phone) \_\_\_\_\_

Other Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Additional Information (allergies, medical concerns, etc.) \_\_\_\_\_

2017/2018 Home School \_\_\_\_\_

Student Email \_\_\_\_\_ Parent Email \_\_\_\_\_

Course Name	Days	Time	Tuition	HSHS*	AVR*	First Attempt	Course Repeat
English 11	M/W	5:15pm -8:30pm	\$200.00				
English 12	M/W	5:15pm - 8:30pm	\$200.00				
Driver's Education Class – There is an <b>additional fee</b> for Behind the Wheel.	M/W	5:15pm - 8:30pm	\$175.00				
Algebra II (HSHS only)	M/W	5:15pm - 8:30pm	\$200.00				
Geometry (HSHS only)	M/W	5:15pm - 8:30pm	\$200.00				
Algebra, Functions & Data Analysis	T/Th	5:15pm - 8:30pm	\$200.00				
Virginia & US History	T/ Th	5:15pm - 8:30pm	\$200.00				
Virginia & US Government	T/ Th	5:15pm - 8:30pm	\$200.00				
Biology II	T/ Th	5:15pm - 8:30pm	\$200.00				
Economics & Personal Finance (AVR only)	T/Th	5:15pm-8:30pm	\$200.00				
<b>*Online Health/PE 9</b>	<b>Online</b>	Meet with the teacher periodically to check progress.	\$200.00				
<b>*Online Health/PE 10</b>	<b>Online</b>	Meet with the teacher periodically to check progress.	\$200.00				

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Please return this form to your school counselor immediately for course approval\***

**THIS PAGE TO BE COMPLETED BY SCHOOL COUNSELOR**

The Evening School of Excellence is designed for 11<sup>th</sup> & 12<sup>th</sup> grade students who have fallen behind and are not on track to graduate in four years. Students are given an opportunity to take courses and recover credits required for on-time graduation. Enrollment priority is given to students anticipating graduation in **June 2018**. All applicants must be **actively enrolled in their HCPS home school to be considered for enrollment.**

**SPRING REGISTRATION**

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Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
First
Middle
Last

What is the reason for the student taking the course(s)?  Acceleration  On-time Graduation  
 Course unavailable in regular schedule  Other \_\_\_\_\_

Please confirm the course enrollment information for accuracy on the front of the application. Be sure to check whether the correct course applies and whether the student is repeating the course.

Does the student receive special education services?  Yes  No      Date of Current IEP \_\_\_\_\_  
 Date of Current 504 \_\_\_\_\_

Is the accommodations page of the IEP or 504 attached to this application?  Yes  No

**Please note the application is not complete without the accommodations page or case manager’s signature. All applications should be sent to Zelda Taylor, Secretary.**

School Counselor (Print Name)	Signature	Date
Case Manager (Print Name)	Signature	Date

<p><b><u>Academy at Virginia Randolph</u></b></p> <p>ESOE Site Coordinators:                  Lori Huff <a href="mailto:lyhuff@henrico.k12.va.us">lyhuff@henrico.k12.va.us</a>                  Jamette Todd <a href="mailto:jjtodd@henrico.k12.va.us">jjtodd@henrico.k12.va.us</a></p> <hr style="width: 20%; margin-left: 0;"/> <p><b><u>Highland Springs High School</u></b></p> <p>ESOE Site Coordinators:                  Tiffany Byrd <a href="mailto:tbyrd@henrico.k12.va.us">tbyrd@henrico.k12.va.us</a>                  W. Randy Mudd <a href="mailto:wrmudd@henrico.k12.va.us">wrmudd@henrico.k12.va.us</a></p> <p><b><u>Program Administrator</u></b></p> <p>Leslie Waller  <a href="mailto:lwaller@henrico.k12.va.us">lwaller@henrico.k12.va.us</a>                  (804) 652-3813 Office</p>	<p><b>2017- 2018</b></p> <p><b>EVENING SCHOOL TUITION:</b></p> <p><b>1 Course = \$200.00    2 Courses= \$300.00</b></p> <p>Course Selection 1: _____</p> <p>Course Selection 2: _____</p> <p><b>* In order to receive the <i>discounted</i> tuition rate for two classes, students must take both courses within the same session.*</b></p> <p>Amount Paid \$ _____      Date Paid _____</p> <p>Check # _____</p> <p><b>Checks or money orders should be made payable to the home school.                  Tuition must be paid in full when the application is submitted.</b></p>
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## Important Information for Students Registering for Evening School

**Regular, consistent attendance in Evening School is essential to student success. The courses are fast-paced and each day of attendance is critical.**

No more than three (3) absences, excused or unexcused, are permitted in the program. Students who are absent more than 3 days may be withdrawn from the program.

Three (3) tardies or 3 early dismissals will be counted as one absence.

There are **NO EXCEPTIONS** to this requirement, **REGARDLESS OF THE OTHER REASONS.**

All classes end promptly at **8:30 pm**. Students must be picked up immediately by an authorized party upon class dismissal.

Late pickups occurring after 8:30 pm will be recorded by the ESOE Site Coordinator. Three (3) or more late pickups are considered a violation of the attendance policy and will be handled accordingly.

Parent/ Guardian Initial here: \_\_\_\_\_

Student Initial here: \_\_\_\_\_

**Attendance and tardy requirements are not meant to be punitive. All schools must maintain and enforce a minimum number of student hours per class in order to retain their accreditation.**

### INSTRUCTION

**Make Up work applies to excused absences due to illness, bereavement, and religious holidays.**

### TUITION/ REFUND POLICY

**Tuition must be paid to the home school when the application is submitted.**

**Once a course has started, no refunds will be authorized after **February 16, 2018.****

**No refunds will be authorized for students withdrawn for excessive absences or disciplinary reasons.**

**Henrico County Public Schools reserves the right to cancel classes for which there is insufficient enrollment and disburse refunds to affected students accordingly.**

### DISCIPLINE

**Evening School is a privilege, not a requirement.**

The program is designed to help students get back on track and earn credits needed for graduation. Inappropriate disruptions and improper behavior will not be tolerated.

Students referred to the ESOE Coordinator for violations of discipline may be withdrawn.

If a student is suspended from day school, they cannot attend evening school on the days of their suspensions. This will count as an absence.

The Henrico County Public Schools **Code of Student Conduct** will be enforced in the Evening School of Excellence.

**I give permission for my son/daughter to participate in the Evening School of Excellence. I have read the above guidelines and the HCPS Code of Student Conduct, and I will ensure that my child will comply with all regulations.**

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

**Online Health/PE participants**

Student Name: \_\_\_\_\_  
                                    First                                    MI                                    Last

**Online Health/PE participants must possess or obtain a gym membership.  
\*\*ALSO, please make sure you bring a copy of a recent physical examination  
with you to orientation to participate in the course.**

**Where is your gym Membership?**

Facility and branch name: \_\_\_\_\_

Facility phone number: \_\_\_\_\_

*If you do not have a gym membership, please make sure you obtain a membership  
before Evening School of Excellence begins and have them sign below:*

Facility and branch name: \_\_\_\_\_

Facility phone number: \_\_\_\_\_

Printed name of Staff Member: \_\_\_\_\_

Signature of Staff Member: \_\_\_\_\_

Due to the requirement of a gym membership for Online Health/PE, the Site  
Coordinators or Program Administrator may need to contact the facility. Please  
sign below to give permission for our staff to speak to the facility if necessary.

\_\_\_\_\_  
Parent Consent

Below are suggested facilities:

**American Family Fitness**

<http://www.amfamfit.com>

West End- 11760 W Broad St./ Richmond, VA 23233	804-364-1200
Northside- 10101 Brook Rd #680/ Glen Allen, VA 23059	804-261-1000
Mechanicsville- 6337 Mechanicsville Turnpike/ Mechanicsville, VA 23111	804-569-1600

**YMCA of Greater Richmond**

<http://www.ymcarichmond.org>

Participating branches:

Shady Grove- 11255 Nuckols Rd./ Glen Allen, VA 23059	804-270-3866
John Rolfe- 2244 John Rolfe Pkwy./ Henrico, VA 23233	804-360-8767
Tuckahoe- 9211 Patterson Ave./ Henrico, VA 23229	804-740-9622
Downtown- 2 W. Franklin St./ Richmond VA 23220	804-644-9622
Atlee- 8017 Rutland Center Blvd./ Mechanicsville, VA 23116	804-427-9622

Gold's Gym - 8904-A West Broad St./ Richmond, VA <a href="http://www.goldsgym.com">http://www.goldsgym.com</a>	804-968-GOLD
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ACAC - 2201 Old Brick Rd./ Glen Allen, VA 23060 <a href="http://www.acac.com/locations/short-pump/">http://www.acac.com/locations/short-pump/</a>	804-464-0990
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**\*For Metro Facility and Branch Memberships, the YMCA offers income-based rates for families and individuals.**