



Memorandum of Understanding

As a member of the Academy of Information Technology at Apex High School, I understand that:

1. I am making a commitment to the full four (4) years of the program that includes the courses outlined in the curriculum sequence.
2. Regular updates will be sent home via email to both the Academy member and parent/guardian. It is necessary for me to have a valid email address on file and to notify the Academy Director of any changes to email addresses.
3. I must report to all Academy activities, such as job shadowing opportunities, internship positions, and any other work-based learning experiences dressed appropriately in business attire and/or our specified Academy uniform.
4. After graduation I will be expected to fill out an information sheet, keeping the Academy Director updated of my progress.
5. I must maintain academic excellence while enrolled in the Academy. This includes striving to maintain a GPA of 2.5. Dismissal from the program may result if my GPA falls below this standard. (A performance improvement plan will be completed before being removed)
6. All academy students must complete academy requirements (i.e. course selections, job shadowing, internships, off campus learning experiences, academy nights, expos, mentor meetings, community service, etc.) to graduate from the career academy.
7. Dismissal from the program may result from continuing disciplinary problems with any teacher, bullying incidents, or after a suspension from school.
8. Participation and/or support of scheduled academy meetings/activities are expected of all members. My participation will be documented in the work-based learning portfolio/record that will be maintained throughout my Academy experience.
9. Each academy member is responsible for any cost associated with off campus learning experiences, academy apparel, books, notebooks, etc. However, active participation in fundraising will help to offset these costs. As a member of the academy, I understand that I'm responsible for participating with all fundraising efforts. I also understand that the academy does have some financial assistance available for need based students.
10. If I have any questions or problems regarding any aspect of the Academy program, I will contact the Academy Director, Diane Cadavid at dcadavid@wcpss.net.

I understand that being accepted into this program; I am committing myself to be an Academy participant during my entire high school career. It is also understood that it is the goal of the Academy Director to help me complete this program successfully.

I know that the Academy of Information Technology at Apex High School is a four-year program. I know the Academy requires specific courses and an internship. The requirements must be met for completion of the academy. My parents/guardian agree with this understanding, and I am committing to the Academy for the duration of my high school experience. By accepting my seat, I am committing and agreeing to all the conditions outlined above.

Please review the entire WCPSS Career Academy Policy Handbook on the AOIT Website:
<https://www.wcpss.net/Page/58652>



Student Statement of Integrity

As a student in the Academy of Information Technology at Apex High School, I understand not only that I am entitled to an honest and exceptional learning environment, but also that I have a personal responsibility to embody and promote honesty, integrity and excellence. As the undersigned, I promise to uphold the integrity of the Academy learning community and acknowledge that I am aware of the Academy Honor Code as well as the consequences I invite by violating it.

Student Name: _____

Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Policies and Expectations for Student Conduct

I have received and read the WCPSS Career Academy Policies and Expectations for acceptable student conduct, academic standards, academic integrity, dress code, and the Memorandum of Understanding. I agree to follow the rules contained in this Policy. I understand that if I violate the rules and policies, I will be subject to disciplinary action. **I furthermore understand that I may be removed from the Academy program because of suspension from school for any infraction of these policies.** I also understand that as an Academy student I will have the right to appeal this dismissal as stated in this document.

Student Name: _____

Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____