Wake County Public School System

Career Academy
Policies & Procedures Handbook

Career Academy Overview

A Career Academy is a small learning community within the large traditional high school. Designed as a four-year high school program, the Academy has an open and equitable student recruitment process that results in a student body that reflects the demographics of the community. However, students must be assigned to Apex High School as their base school in order to apply. Once accepted into the program, students remain together throughout their high school years with a core group of specially trained teachers. The Academy model provides an environment for these teachers to develop interdisciplinary activities that makes learning relevant and captures the interest of students. Through real-world, hands-on experiences, the Academy exposes students to careers within an academy career theme. The Academy of Information Technology is designed to equip students with the personal, analytical, technical, and communication skills they need to thrive in a global economy and in the process, introduce them to career opportunities in today's workforce. Academy students will be prepared and encouraged to continue their education at the post-secondary level and build their careers with a strong IT background.

There are many benefits to being a student in a career academy. Students are introduced to broad career opportunities related to the career theme through courses as well as exciting enrichment activities that are only offered to academy students. Students complete a minimum of 120 hour internship during senior year. Graduates acquire the problem solving, teamwork, and critical thinking skills necessary to succeed in higher education and beyond. Graduates are more prepared for employment and have more positive career outcomes

Career Academy Mission and Vision Statements

Vision Statement
WCPSS Career Academies consist of an inclusive, diverse group of future leaders that makes a global difference to fill the skills gap and develop a talent pipeline.
WCPSS Career Academies include high-tech classrooms and collaborative work-spaces with cutting edge technology that expose our students to real world situations.
Local, national and worldwide business, industry and government agencies commit, support and sponsor career academies through consistent partnerships that provide the foundation of our programs.

Mission Statement
WCPSS Career Academies will empower a diverse group of students to become collaborative leaders in a global community.

Values
We value leadership
We value supportiveness
We value empowerment
We value community

Notice of Non-Discrimination
In compliance with federal law, Wake County Public School System administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

Academic Expectations

The Academy of Information Technology at Apex High School is a rigorous academic program that will ensure students are successful during and after high school. To maintain the integrity of the program the following academic expectations are enforced.

- Students commit to the full four (4) year program which includes courses outlined in the curriculum sequence.
- Students strive to maintain academic excellence while enrolled in the Academy. This includes striving to maintain a GPA of 2.5. Students may be placed on academic probation if their GPA falls below this standard.
- The internship is mandatory to graduate from the Academy; the class will count as an Honors Credit. Students need to find their own internship that meets WCPSS requirements. Some assistance will be provided for internship placement

Academic Integrity

The Academy promotes a principled community of honesty, integrity and trust that supports student learning and achievement. All career academy students are asked to follow the Academy of Information Technology Honor Code.

Honor Code All students are expected to adhere to the academic Honor Code policy. Disciplinary consequences for violations of this policy will be consistent with Level I violations. However, serious violations of the Honor Code may be addressed under Rule II-1 Falsification or Deceit. See page 7 of the Apex High School Student Handbook for more detailed explanation.

Policies and Expectations of Student Conduct

To demonstrate responsibility as a member of the career academy students are expected to:

- accept responsibility for their actions;
- hold themselves and others to the highest standards of academic, personal, and social integrity;
- practice justice, equality, and compassion in human relations;
- respect the dignity of all persons and accept individual differences;
- respect the environment and the rights and property of others and the school;
- contribute positively to the life of the school campus and surrounding community.

Students are expected to act in a positive and professional manner and to contribute to a productive environment that is free from harassing or disruptive activity. Students are expected to be an example of the Academy both inside and outside the classroom. Students are to adhere to all Apex High School and WCPSS conduct guidelines.

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.

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: _____