



Memorandum of Understanding

As a member of the Academy of Engineering & Advanced Manufacturing Career Academy program at Apex Friendship 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 a 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, engineering notebooks, etc. However, active participation in fundraising will help to offset these cost. As a member of the academy, I understand that I'm responsible for helping with any 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 with regard to any aspect of the Academy program, I will contact the Academy Director, Diane Cadavid at 919-694-0500 x20007 or email 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 Engineering & Advanced Manufacturing at Apex Friendship 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 are in agreement with this understanding, and I am committing 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.

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.