

Wake County Public School System

**Career Academy**  
**Policies & Procedures Handbook**



**To: Career Academy Students and Parents**

**From: Diane Cadavid, Academy Director**

**Regarding: Welcome**

**Date: August 26, 2019**

Welcome to a new school year with the Academy of Engineering & Advanced Manufacturing at Apex Friendship High School. I'm delighted for you and your family to be part of our small learning community. As you know, you are part of a signature program of the Wake County School System. Students within the Academy will enjoy many new experiences at Apex Friendship High School. Along with new activities and privileges, you also face many new responsibilities.

We ask for both parents and students to please read through the material in this orientation packet to become familiar with policies and procedures. Wake County Career Academies supports all state, county, and school policies outlined in the parent-student handbook. However, our dress code will vary slightly on days when we visit business partners and when we have off campus learning experiences.

If you ever have a question or concern, please do not hesitate to contact us.

Again, welcome to the Academy. We hope you take full advantage of the experiences and opportunities we provide you to learn and grow.

**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.

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## Career Academy Teacher Contact Information

Diane Cadavid  
Academy Program Director  
(919) 694-0500 x20007  
[dcadavid@wcpss.net](mailto:dcadavid@wcpss.net)

### Engineering:

Mr. Holler – Technology Engineering & Design  
[wholler2@wcpss.net](mailto:wholler2@wcpss.net)

Mr. Sullivan – PLTW Intro to Engineering & PLTW Principles of Engineering  
[tsullivan@wcpss.net](mailto:tsullivan@wcpss.net)

Mr. Mullins – Flexible Automation & Robotics & Tech. Advanced Studies  
[dmullins@wcpss.net](mailto:dmullins@wcpss.net)

### English:

Mrs. Eckstein – English I  
[keckstein@wcpss.net](mailto:keckstein@wcpss.net)

Ms. Joyce – English II  
[rjoyce@wcpss.net](mailto:rjoyce@wcpss.net)

Mrs. McClellan – English III  
[cmcclellan2@wcpss.net](mailto:cmcclellan2@wcpss.net)

Mrs. Grondziowski – English IV  
[cgrondziowski@wcpss.net](mailto:cgrondziowski@wcpss.net)

### Math:

Mrs. Rucker – Math 2 Honors  
[Jrucker2@wcpss.net](mailto:Jrucker2@wcpss.net)

Mrs. Scanlon – Math 2  
[sscanlon@wcpss.net](mailto:sscanlon@wcpss.net)

Ms. Wolski – Math 3 & Math 3 Honors  
[rcwolski@wcpss.net](mailto:rcwolski@wcpss.net)

### Science:

Mr. Yaeger – Earth/Environmental Science  
[myaeger@wcpss.net](mailto:myaeger@wcpss.net)

Mrs. Mallard - Biology  
[dmallard@wcpss.net](mailto:dmallard@wcpss.net)

Mrs. Wood - Chemistry  
[awood3@wcpss.net](mailto:awood3@wcpss.net)

## **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 Friendship 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 academy career theme. The Academy 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 STEM (Science, Technology, Engineering, and Math) 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 135 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

## Academic Expectations

The Academy of Engineering & Advanced Manufacturing at Apex Friendship High School is a rigorous academic program that will ensure students are successful during and after high school. In order 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 must maintain academic excellence while enrolled in the Academy. This includes striving to maintain a GPA of a 2.5. Students may be placed on academic probation if their GPA falls below this standard.
- Students will be placed on academic probation when their grade point average is below a 2.5. Dismissal from the program may result if GPA falls below this standard.
- The internship is mandatory in order to graduate from the Academy. The internship class will count as an Honors Credit. Students need to find their own internships that meet WCPSS requirements. Some assistance will be provided for internship placement
  - Internships have to be 135 hours
  - Students have specific learning objectives they are meeting through their internship
  - Students must be able to apply the Engineering Design Process while interning

## Academic Integrity

The Academy promotes a community of honesty, integrity and trust that supports student learning and achievement. All career academy students are asked to sign the Academy Honor Code. This document is collected by administration and filed with the Academy Director.

The Wake County Public School System Honor Code can be found on this link:

[https://boardpolicyonline.com/bl/?b=wake\\_new&s=208219#&&hs=639289](https://boardpolicyonline.com/bl/?b=wake_new&s=208219#&&hs=639289)

Both students and parents are expected to read and understand the honor code.

- *Integrity: Any student who engages in or attempts to engage in cheating, plagiarism, or falsification...shall be subject to disciplinary action. The following actions are specifically prohibited:*
- *Cheating: Giving or receiving of any unauthorized assistance on academic work*
- *Plagiarism: Copying the language, structure, or idea of another and representing it as one's own work*
- *Falsification: Verbal or written statement of any untruth*

Examples of **cheating** include, but are not limited to, the following: copying information from others' work; allowing others to copy information from yours or someone else's work; using unauthorized materials or methods to complete an assignment, including cheat sheets, notes, books, formulas or information in calculators, cell phones, and other sources; having unauthorized prior knowledge of an assessment; and choosing to be absent on the due date of a project, paper, quiz, or test.

Examples of **plagiarism** include, but are not limited to, the following: copying and pasting information from a webpage into an assignment without proper citation, using images from electronic or print sources without proper citation, and using unauthorized translation services or devices.

Examples of **falsification** include, but are not limited to, the following: attempting to pass off someone else's work, imagery or technology as your own; purchasing an assignment from another person or technological resource; falsifying scientific or other data submitted for academic credit; forging a signature; and tampering with official records.

#### Consequences:

Violation of the Wake County Public School Career Academy Honor Code may result in removal from the academy for any type of academic dishonesty.

### **Academic Standards**

#### Homework Policy (refer to your school policy)

Homework will not exceed 15% of a student's grade. Homework, given by the teacher, will reinforce student learning by providing practice and application that is both meaningful and differentiated.

#### Extra Credit

Extra credit will not be offered within the Academy of Engineering & Advanced Manufacturing. Recovery credit will be offered according to the Apex Friendship High School intervention plan.

#### Academic Recovery Plans

If Academic Recovery Plans are necessary for student success, it will be developed by the Intervention Team and the Academy team. Interventions will begin no later than the 4-6 week period each quarter. Academic Recovery Plans will be timely, communicated to parents and students, and will include opportunities for additional learning, assessment of learning, and grade recovery to support prevention/intervention efforts.

#### Late Work (not due to absence)

Late work is defined as any work that was not turned in on the day it was due. Any work turned in late will be accepted for a reduction of up to one letter grade per day up to five (5) days. No late homework will be accepted. Special circumstances will be considered on a case by case basis with review by the Academy team.

#### Make Up Work (due to absences) – Board Policy 6000

School work will be made up for excused absences under the following conditions:

- If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school.
- Teachers should use discretion and may make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up work the day of return (e.g., death in the immediate family, serious illness).
- If the make-up work has not been assigned in advance, for absences of one (1) to three (3) days, the student will have one day for each day absent. For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work. Special consideration should be given in the case of extended absences due to injury or chronic illness.

## Use of Technology

The Academy will focus on an integrated approach to learning using technology and practical application. In order to fulfill the stated purpose of the Academy, students will be given access to a vast array of technology resources. It is the joint responsibility of school personnel and the parent/guardian of each Academy student to educate the student about his/her ethical and moral responsibility when using this technology. It is also essential that each student understand that he/she will be held responsible for the misuse of and/or knowledge of the misuse of technology while a student in the Academy.

Parental permission is required in order for students to access technology and digital resources at school. Please review the Apex Friendship High School Student/Parent Handbook which outlines this policy. Every student must have a digital resources form on file within 60 days of the start of school. Students are no longer automatically opted-in without permission. This form will go out and be collected in homeroom.

If permission is granted:

- WCPSS provides students with a WCPSS email account, for which Apex Friendship High School provides all log-in information.
- Students **MUST** use their WCPSS email accounts when communicating with staff per Board Policy 6446.
- Students are subject to disciplinary action for failure to adhere to policies regarding “Student Acceptable Use for Electronic Resources”.

## Social Media Guidelines

The Academy of Engineering & Advanced Manufacturing at Apex Friendship High School recognizes and supports Academy students’ right to freedom of speech, expression, and association, including the use of social networks. In this context each Academy student must remember that being part of this program is a privilege. As a student in the Academy you represent yourself, your family, Apex Friendship High School, the Academy, Wake County Public Schools and the Town of Apex. You are expected to portray yourself, the Academy and WCPSS in a positive manner at all times.

Below you will find guidelines to using social networking sites:

- Everything you post is public information. Any text or photo that is placed online is completely out of your control the moment it is placed online even if you limit access to your site. All information may be accessible even after you remove it. Once you post a photo or comment on a social network site, that photo or comment becomes property of the site and may be searchable even after you remove it.
- What you post may affect your future. Many employers and college admissions offices and coaches review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want to be perceived before you give them a chance to misinterpret your information. (Pictures, videos, comments, likes, tweets, retweets, posters)
- Similar to comments made in person, the Academy will not tolerate disrespectful comments or behavior online such as:
  - Derogatory language or remarks that are harmful to others.
  - Incriminating photos or statements depicting violence, hazing, sexual harassment, full or partial nudity, inappropriate gestures, vandalism, stalking, underage drinking, selling or possessing or using controlled substances, or any other inappropriate or illegal behaviors.



- Creating serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of an unreported school violation, regardless if the violation was unintentional or intentional.

In short, do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions. The information you post on a social media site is considered public information. Protect yourself by maintaining a self-image of which you can be proud of for years to come. Violations of any of the above social media usage can result in being removed from the Academy program as well as school suspension.

### **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 Friendship High School and WCPSS conduct guidelines.

- Students are expected to refrain from any discriminatory behavior against any person on the basis of gender, race, color, religion, national origin, sexual orientation, age or disability. *Policy Code: 1710/402/7230 Prohibition Against Discrimination, Harassment, And Bullying*
- A student who threatens to harm, attempts to harm or harms another student, staff member, school volunteer or visitor is subject to consequences per WCPSS policy.
- Students shall comply with all directions of school personnel or volunteers who are authorized to give such directions and exhibit appropriate respect towards school personnel and volunteers.
- The possession, use, distribution or sale of alcohol, tobacco or drugs in any form is prohibited on school property.
- Being tardy to class, skipping class/school, leaving campus without permission, or being in an unauthorized area is prohibited.
- Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment.
- Student shall adhere to teacher policy when utilizing wireless communication devices.

The following WCPSS Board Policies specifically apply to Academy students. Both students and parents should read through these policies and become familiar with them as well as the student code of conduct. Violations of the student code of conduct or WCPSS policies could result in the student being removed from the career academy.

Wake County Public School's Board Policy can be found at the following website: [www.wcpss.net](http://www.wcpss.net).

- 6410 Inappropriate Student Behavior
- 6420 Disruption of School
- 6445 Integrity
- 6446 Student Internet Access and Electronic Mail
- 6500 Discipline

The following Level II policies can be punishable with up to a 5 day suspension:

**II-1 Integrity** - Any student who engages in or attempts to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action. The following actions are specifically prohibited:

- **Cheating**- giving or receiving of any unauthorized assistance on academic work.
- **Plagiarism**- copying the language, structure, or idea of another and representing it as one's own work.
- **Falsification**- verbal or written statement of any untruth.
- **Violation of software copyright laws**- unauthorized duplication of computer software (computer piracy), printed material related to computer software, and/or the use of pirated computer software.
- **II-2 Inappropriate Literature, Illustrations and Images** - The possession of literature, illustrations, or other images which significantly disrupt the educational process or which are obscene is prohibited.
- **II-3 Violation of computer access** - No student shall engage in conduct prohibited by Policy 6446. (Reference entire policy)

**II-4 Class/Activity Disturbance** - Any physical or verbal disturbance which occurs within the school environment and which interrupts or interferes with teaching or orderly conduct of class/school activities is prohibited.

**II-5 School Disturbance** - No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct, cause the disruption of any lawful function, mission, or process of the school

### **Fundraising and Fees**

The Academy offers students exceptional learning opportunities outside the classroom. These are possible due to the tremendous amount of support from the Academy of Engineering & Advanced Manufacturing Parent Support Team. In order to continue providing students with these experiences at a low cost, the academy participates in fundraising events. It is expected and the responsibility of the academy community to participate in these fundraising events.

### **Good Standing**

The Academy only accepts a select number of students per year. The Academy provides students with extraordinary experiences and opportunities that are not available to everyone. These opportunities set our students apart and increase their ability to be successful. In order to remain in good standing a student must:

- Adhere to all academic and conduct policies specified above including WCPSS and Apex Friendship High School policies.
- Participate any Academy fundraisers.
- Attend Academy events such as on/off campus learning experiences, expos, and social events.
- Maintain academic excellence.

\*In the event a student is not able to attend a mandatory function, arrangements will be made on a case by case basis between the student and the academy director\*

### **Probation**

The Academy believes that everyone deserves a second chance. In the event that a student does not adhere to the policies set forth by the Academy, the student will be put on a probationary status. Students will receive a letter stating the reasons for the probation, implications of probation, return to good standing and failure to remediate. While on probationary status, the student may not be able to attend any off-campus trips or events under the discretion of the Academy team and administration. Students that have ANY infractions against policy while on probation will immediately be removed from the program. At the end of the probationary period, students will be re-evaluated. Reasons for probation include but are not limited to:

- Academic standing
- Class disruptions
- Continuous behavior issues
- ISI
- OSS

### **Termination**

Students can be removed from the Academy immediately for infractions including but not limited to the following:

- Harassment / Bullying behavior
- ISI
- OSS
- Violation of policy while on probation
- Aggravating circumstances

\*Aggravating circumstances will result in immediate removal from the Academy\*

## Memorandum of Understanding

As a member of the Academy of Engineering & Advanced Manufacturing 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, books, 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 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 with regard to any aspect of the Academy program, I will contact the Academy Director, Diane Cadavid or email [dcadavid@wcpss.net](mailto: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.

Please visit this URL <https://tinyurl.com/AoEPolicies> to review the Academy policies and expectations. Both student and parent need to be familiar with these policies. Signatures at the bottom indicate that you have read and understood the information outlined in the policy manual.

### Student Statement of Integrity

As a student in the Academy of Engineering & Advanced Manufacturing at Apex Friendship 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, grading policy, academic standards, WCPSS Student Acceptable Use for Electronic Resources including social networking sites, academic integrity, dress code, and the Memorandum of Understanding. I agree to follow the rules contained in this policy manual. 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 as a result 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: \_\_\_\_\_

**Student Contact Form**

Name \_\_\_\_\_

**Personal Contact Info:**

Home Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

**Parent/Guradian Contact Info:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Employment \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Employment \_\_\_\_\_

**Emergency Contact Info:**

(1) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

Work Telephone # \_\_\_\_\_ Employer \_\_\_\_\_

(2) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

Work Telephone # \_\_\_\_\_ Employer \_\_\_\_\_

**Medical Conditions:**

\_\_\_\_\_  
\_\_\_\_\_

- I have voluntarily provided the above contact information and authorize the Academy and its representatives to contact any of the above on my behalf in the event of an emergency.
- I have read and understand the expectations as an Academy student as stated in the handbook.

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

Parent Signature \_\_\_\_\_