

## *Career Academy Contract for Students and Parents/Guardians*



All Career Academy students and parents/guardians are required to accept the Career Academy contract every year in order to remain enrolled in the academy.

Detailed directions for completing this process are available in a hard copy version, online and through email. A copy of the contract is also available in hard copy, online and through email. If you ever need a copy of the contract or directions, please contact the Career Specialist at your school or contact the Career and Technical Education Department and one will be provided to you. All participants are encouraged to read the academy contract closely each year, as each year the contract is updated. If any portions of the contract are unclear, please contact your Career Specialist and it will be explained.

**Students and parents/guardians log in to their Home Access Center and select the “Classes” icon. Then select the “Requests” tab. Next, Parents/Guardians will select either “Academy Guardian Contract” OR Students will select “Academy Student Contract” and mark the check-mark box “Request” next to the CTE Contract Accept description. \*\*It is the Guardian’s/Parent’s responsibility to monitor the acceptance of the contract.\*\* Lastly, select “Save”. Both a parent/guardian AND the student need to complete this process and then you’re done. NOTE: Students must access the STUDENT HAC ACCOUNT and Parents/Guardians must access the PARENT HAC ACCOUNT to complete the process.**  
**(LOG IN, CLASSES, REQUEST, CONTRACT, REQUEST, SAVE, LOG OUT)**

**DUE PRIOR TO SEPTEMBER 21, 2018**

**What you are agreeing to: *Career Academy Contract for Students and Parents/ Guardians***

St. Johns County School District has an “open access” policy for all Career Academies, which simply means there are not any *entry* requirements, i.e. specific grade point average, completion of specific courses, etc. Once a student has been accepted into a Career Academy, our goal is to make them aware of the careers within this industry and the post-secondary education requirements to obtain those careers, to teach job specific skills related to this industry, to prepare them to take industry certification/s related to this industry, and to enable them to have a job shadowing or internship experience related to this industry. We use project-based learning whenever possible to enable the students to direct some of their own learning, use critical thinking skills, develop teamwork skills, and to not only learn job-related skills, but know how to apply them. Career Technical Education Teachers collaborate with academic teachers to show students how academic subjects apply to the academy focus, so it is important for students to apply themselves in academic classes as well as academy classes.

In order to properly prepare students for these future experiences there must be collective support of students, parents, high school personnel, and business partners. Below are the performance expectations for Career Academy students to assure their success in high school coursework, internships, post-secondary education and the work place.

### **Academic Performance**

1. Maintain a minimum overall GPA of 2.0.
2. Maintain a minimum GPA of 2.5 in Career Technical Education classes, which is required to take industry certification exams.
3. Failure to maintain the above expectations will result in a one semester probationary period where the student will be supported to improve their deficiency. If improvement does not occur, the student could be removed from the Career Academy at the end of the semester. If the student is attending on an out-of-zone waiver, the student will return to their zoned school at the beginning of the next semester.

### **Work Ethic**

1. Meet due dates on assigned class work, homework and projects.
2. Strive to develop quality assignments/projects that our business partners will support; following the criteria and rubric supplied by academy teachers to ensure quality outcomes.
3. Be willing to perform any task that is needed or requested by academy teachers to support an academy goal.
4. Maintain a high level of integrity in regard to submitting your own work whether by paper or electronically and following proper internet and computer usage.

### **Attendance/Tardies**

1. Attending class every day supports success in class. More than five (5) unexcused absences per semester becomes an area needing improvement unless unusual circumstances have occurred.
2. Arrive on time to class every day. Tardies disrupt class instruction and students miss valuable teacher directions and details on assignments. More than four (4) unexcused tardies in a semester becomes an area needing improvement.

**Professionalism/Discipline** (Repeated disciplinary infractions will result in a probationary review by the Discipline Committee and possible removal from the Academy.)

1. Follow all Code of Conduct policies for the St. Johns County School District.
2. Show respect toward self, peers, school staff and business partners.
3. Dress appropriately for Career Academy activities such as field trips, internships or special events.
4. Do not steal or damage Career Academy equipment, materials or other items.
5. Maintain academic integrity. Do not cheat on, or allow others to cheat from you, any school work or exams.
6. Do not use illegal drugs or alcohol or take part in criminal activity.
7. Be positive ambassadors when interacting with business partners, guest speakers, and on field trips/job shadowing/internships. Student ambassadors represent themselves, their career academy, their high school and the St. Johns School District.

### **Photo and Field Trip Permission**

1. Permission is given to use photos, videos and/or written stories about this student that are related to Career Academy purposes, whether it be in St. Johns School District communications or community, education or business communications such as newsletters/newspapers, magazines, television, radio programs, etc. Permission is also given to Career Academy business partners to showcase their work with the St. Johns School District Career Academies and students through their print and video publications.
2. Permission is given for this student to ride St. Johns School District buses to attend Career Academy field trips, camp programs, internships, or other academy-related events held during school time. Separate permission will be requested for events occurring outside of school time.

### **Industry Certification Exams**

Industry Certification Exams, when available, are provided as an opportunity for students. These exams are defined as:

A voluntary process, through which individuals are assessed by an independent, third-party certifying entity using predetermined standards for knowledge, skills and competencies, resulting in the award of a time-limited credential that is nationally recognized and applicable to an occupation that is included in the workforce system's targeted occupation list or determined to be an occupation that is critical, emerging or addresses a local need.

Permission is given for students/teachers to share necessary personal information to register the students when ready to take industry certification exams. Such information may include: Student name, address, birthdate, email, etc. Some Industry Certification Exams are used for class grades. Therefore, students/parents/guardians seeking an exemption will need to contact the Career Academy Specialist and Career Academy Teacher to identify an alternative assessment if available.

### **Out-of-Zone Requirement**

In the event that a student ceases to be enrolled in the required courses within a Program of Choice at an out-of-zone school, the student will be required to return to his/her home zone school at the start of the new semester once credit has been awarded. (As a reminder, families are responsible for arranging transportation for out-of-zone students.)

### **Steps to be followed when infractions occur –**

1. Removal from the Career Academy is ultimately the decision of the Principal's Disciplinary Team.
2. When an infraction occurs, the Career Specialist and/or Principal's Disciplinary Team will schedule a meeting or phone conference with the student and parents/guardians to review the performance that needs to improve. The agreement reached will be documented in a follow-up letter from the school to the student and parents/guardians.
3. The student will be given one semester to improve the performance.
4. Should performance not satisfactorily improve, the Principal's Disciplinary Team will convene to determine whether the student will be permanently removed from the Career Academy or whether an extension to work on the improvement plan will be given.
5. If the student is not attending their zoned school, **removal from the Career Academy will result in the student returning to their zoned school.**

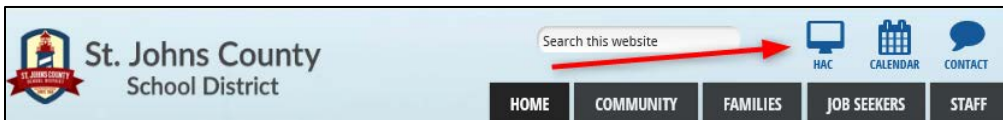
### **In Conclusion**

We understand that this student will receive recognition from their Academy program if the student has passed all courses and successfully completed all other requirements as specified in this document. We understand that in being accepted into this program, the student is committing himself/herself to doing his/her best to achieve the standards established for this academy. Finally, we understand that this contract will cover this school year and will need to be completed annually.

By completing the "digital" acknowledgement through the Home Access Center (clicking the check-mark box "Request"), both the student and parent/guardian are agreeing to the Career Academy Student and Parent/Guardian Contract terms and conditions as outlined in this agreement for enrollment in the academy. The student and parent/guardian also understand that all decisions about courses, current enrollment and future enrollment are subject to the principal's discretion.

School year covered by this contract: 2018-2019

1. From SJCS D Web site, [www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us), login in the eSchoolPlus Home Access Center HAC)



2. Guardians – if you have not already created a Home Access account, you will need to Register a New Account. The email address that you use for Home Access must match the email address in eSchoolPlus.

Students – use their Active Directory Account to login. Example ‘S999999’

This is what the Login looks like:

**Login**

Please enter your account information for Home Access Center.

User Name:

Password:

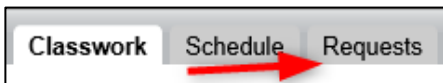
[Forgot My Username or Password](#)  
[Click Here to Register for HAC](#)

Login

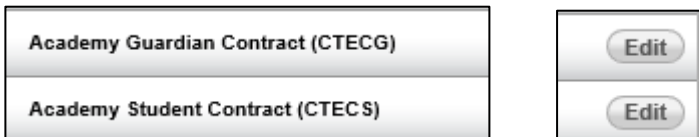
3. Upon successful login, click on ‘Classes’



4. Select Requests



5. To electronically sign the contract, Guardians and Students click the appropriate Edit button.



6. To sign the contract, please 1. Click the request box and 2. Click the save box.

Select A Course

Department : Academy Guardian Contract  
Requested Credits : 0.0000

Course Status Key : Required Suggested Locked Incomplete Prerequisite Alternate Request

Request	DESCRIPTION	COURSE	CREDIT
<input type="checkbox"/>	Guardian CTE Contract Accept	GRDCONTACC	0.0000

Click on a column heading to sort **1** column. Note that requested courses will always list first.

Save Cancel

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