

# LEE COUNTY SCHOOLS

CAREER ACADEMIES



*BE FUTURE  
READY*

## Student Handbook



## **Mission Statement:**

The Lee County Schools NAF Academies, in partnership with the parents and community, is committed to preparing students for service and leadership in the hospitality, tourism, engineering, business, finance and related industries. Our mission is to ENCOURAGE achievement and social responsibilities, ENAGAGE students through real-world experiences, and ENABLE students to grow and be versatile amidst industry change.

## **What is an Academy:**

The academies in Lee County are small learning communities where students enroll in career and industry-specific electives in addition to their core academic instruction in Math, Science, English, and Social Studies. The majority of the Academy students will be cohorted in their academic courses over the next 3-4 years in order to demonstrate relevance to their instruction. Students will be exposed to career exploration opportunities such as job shadowing, internships, extended classroom trips, and guest speakers from local businesses. Students will develop a working resume, be trained on job skills, and practice interviewing skills with local business employers. The academy is aligned and affiliated with the National Academy Foundation (NAF), a non-profit organization that has created a model of instruction based on four main components: curriculum & academies function as dynamic partnerships between schools, teachers, administrators, volunteers, and an active advisory board led by industry professionals.

## **Academy graduates will....**

1. Be better prepared for college AND career
2. Have more exposure to potential career opportunities
3. Have a working portfolio to demonstrate employability
4. Network with local, state, and national employers from many different industries
5. Complete a job shadowing program that will allow them to see if their “dream job” is something that they really want to pursue.
6. Complete an internship during their junior/senior year that will give them experience in chosen industry (which may or may not be hospitality & tourism)
7. Have an opportunity for scholarships from our local, state, and national business partners
8. Have the opportunity to achieve certification in customer service (through the National Retail Foundation) and/or ServSafe(for those in the culinary field) in addition to other certifications
9. Have the opportunity to become NAF Track Certified that is recognized in all 50 States.

## **Program Completion – NAF Track Certification**

In addition to the high school diploma, students will have the opportunity to earn NAF Track Certification. The certificate provides an added advantage for employment and admission to certain university programs. There are other industry accredited certifications that will be required for each student during their senior year.

\*Students who require modification to final project components run the risk of not being eligible to receive this National Certification granted by the National Academy Foundation, which is a third party certification. \*

## **Continued Enrollment in the Academy**

At the end of each semester, the Academy director will review the Academy student’s grades, attendance and discipline records. Academy students must meet the requirements outlined below in order to remain in good standing in the academy. If these requirements are not met he/she will be subject to probationary intervention whereby an academic contract will be developed and monitored. Participation in Academy activities will be limited until improvement is made.

1. Overall weighted grade point average of 2.5
2. “A” or “B” in each Academy Course
3. “C” or better in all other classes
4. 6 or less absences in each course not including Academy Classes\*
5. No major disciplinary infractions\*
  - a. No more than 2 days in ISS (Not including ISS for tardies)
  - b. No OSS expulsion

\*Any concerns in these two areas may result in immediate removal from the Academy and/or Academy activities\*

## **Graduation Requirements from the Academy**

Each academy student is part of a “small learning community” whereby he/she enrolls in a cohort of academy classes including some grade-level appropriate core courses and one or more of the Academy electives. Academy students are expected to:

- Complete at least two semesters of foreign language
- Heavily recommend becoming a member of one of the Career and Technical Education Student Organizations including DECA, FBLA, FCCLA, SkillsUSA, FFA, TSA and HOSA.
- Give back to the community through community service (each individual academy will provide more specific details about requirements and opportunities)

Throughout the years of study, Guidance Counselors, the Academy Director, and Academy Coordinator, are available to help students map out their curriculum pathway including the “Career Technology Education” (CTE) Program of Study for each academy.

## **Portfolio and Internship**

Every Academy student will design and develop a portfolio throughout the years of study in the Academy. This portfolio will demonstrate their mastery of competencies and college and career readiness. To graduate with a NAF Track Certification, the portfolio must include summer internship documentation, an updated resume and coursework paperwork.

## **Honesty and Integrity**

Because Academy students have a wide variety of opportunities in the classroom, school, and community, it is extremely important that they exhibit conduct acceptable in both an educational and professional environment. Academy students are to conduct themselves in a manner showing respect for all persons in adherence to the school code of conduct. Honesty and integrity must be displayed in the classroom and in all school related activities. Students must understand that a violation of these guidelines jeopardizes their Academy status and limits their participation in Academy activities.

## **Attendance Policy**

Academy students are expected to perform at the maximum level of their capabilities in all of their Academy classes as well as their other classes. School attendance is the direct responsibility of parent/guardians and students. All students are expected to attend school regularly and to be on time for their classes in order to benefit from the instructional program and develop good habits of punctuality, self-discipline and responsibility. Even school-related events and excused absences are considered when determining if a student is eligible for an Academy extended classroom trip since class time is critical. Students who do not meet the attendance requirement (4 or less absences per 9 weeks) will be subject to a review and probation determined by the Academy director.

## Extended Classroom Trip (ECT) Information and Policy

Through extended classroom trips and guest speakers, the Academy will expose students to careers and postsecondary opportunities. These “extended classroom trips” will take place multiple times per year to expose students to the world or work and post-secondary institutions, and will require parent permission, parent volunteers, and parent funds/fundraising to cover transportation and event costs. Each field trip may require a particular dress code. Information regarding dress code will be given prior to each trip.

In order to participate in extended classroom trips, guest speakers, workshops and academy events, students must have:

- Acceptable academic standing
- Excellent conduct record
- Appropriate school attendance

All of the academy students’ teachers will be notified of upcoming Academy events and decide if the student is in good standing. Each upcoming event will be another opportunity for the academy student to participate if good standing is established. Ultimately, academy events are an honor; only students who earn this honor will attend, based on the Academy Director’s discretion.

### Professional Business Attire

During student organization competitions, interview workshops, and many job shadowing and internships opportunities, Academy students are expected to dress in professional business attire.

**MALES:** Suit or Coordinated Blazer, Dress Pants, Dress Shirt, Tie, Dress Socks/Shoes

**FEMALES:** Suit or Business Appropriate Dress or Blazer with Skirt or Pants (Blouse, if necessary) and Dress Shoes

#### Remember:

- Do have clean, neat, and appropriate hairstyle
- Do have well-manicured, conservative nails
- Do have clothing clean and neatly pressed.
- Do wear shoes that are clean and professional
- NO jeans or cargo pants
- No athletic shoes, flip-flops, or casual boots (such as Uggs)
- NO t-shirt, tank tops, or casual shirts
- No tight-fitting or see through clothing

For more information about the National Academy Foundation, go to [www.naf.org](http://www.naf.org)