

Career Academy Agreement for Students and Parents/Guardians

All Career Academy students and parents/guardians are required to accept the Career Academy Agreement in order to remain enrolled in the academy. This contract will remain in effect for as long as the student is enrolled in a St. Johns County Career Academy. Updates to the Career Academy Agreement are emailed as needed.

St. Johns County School District has an “open access” policy for all Career Academies, which simply means there are no *entry* requirements, i.e. specific grade point average, completion of specific courses, etc. to be admitted to a Career Academy. Acceptance is based on the student completing an on-line application during the application window and being selected by an electronic lottery should more students apply than can be accepted. Once a student has been accepted into a Career Academy, our goal is to make the student aware of the careers within the industry, to communicate the post-secondary education requirements to obtain those careers, to teach job specific skills related to the industry, to prepare the student to take industry certifications, and to enable the student to have a job shadowing or internship experience related to the industry, if so desired after junior year. Project-based learning is utilized 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 also know how to apply them. Career and Technical Education teachers collaborate with academic teachers to show students how academic subjects relate 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 among students, parents, high school personnel, and business partners. Below are the performance expectations for Career Academy students to assure success in high school coursework, internships, post-secondary education, and the workplace. Lack of adherence to any of the policies and/or procedures could result in removal from a program and/or school reassignment.

Academic Performance

1. Maintain a minimum overall unweighted GPA of 2.0 or higher.
2. Maintain a grade of C or higher in Career Technical Education classes.
3. Failure to maintain the contract expectations will result in a one semester probationary period where the student will be supported to improve the deficiency. If improvement does not occur, the student could be dismissed from the Career Academy at the end of the semester. If the student is attending on an out-of-zone waiver, the student would then return to the student’s 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. 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 Career Academy class every day supports success in class. More than fifteen (15) absences per year could result in probation or dismissal.
2. Arrive on time to class every day. Excessive tardies based on school rules disrupt class instruction and students miss valuable teacher directions and details on assignments. More than five (5) unexcused tardies in a semester could result in probation or dismissal from the Career Academy.
3. Students are expected to attend a minimum of two core academic classes on the school campus in addition to their Career Academy course(s).

Professionalism/Discipline

1. Career Academy students are expected to follow the Student Code of Conduct at all times.

2. Repeated behavior infractions will result in a one semester probationary period. Continued infractions may result in a probationary review and possible dismissal from the Career Academy.
3. Level 3 or 4 disciplinary infractions could result in an immediate review and possible dismissal from the Career Academy.

Photo Permission

1. We request permission to use photos, videos and/or written stories about the 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. We request permission for Career Academy business partners to showcase students and their work with the St. Johns School District Career Academies and through their print and video publications. If you do not want to allow permission for these types of media release, you must opt-out through the “Release of Student Directory Information” during registration or within the returning student verification process.

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

1. In the event that a student ceases to be enrolled in the required courses within a Program of Interest at an out-of-zone school, the student will be required to return to the 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.)
2. Zoned School Transfers – If a student moves into a school attendance zone with a comparable program, the student may be transferred to the new home zoned school.

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 and provided 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

By choosing to enroll and remain in a Career Academy, the parent(s)/guardian(s) and student understand that this student will receive recognition from their Career Academy program if the student has passed all courses and successfully completed all other requirements as specified in this document. Also, the parent(s), guardian(s) and student 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.