

Nebraska Career Academy

Sampleville's Career Academy Program Policies



◆ This is a sample of the policies a school may want to include in a Career Academy Program. This may be specific to one career field, like health care, or it may be more general to meet the needs of all career fields/clusters. While schools may take portions of this example it is strongly encouraged that schools take the time to invest in quality policies to ensure a quality program. Some examples of policies can be found on the Career Academy Website.

NON-DISCRIMINATION: Sampleville Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, genetic information, citizenship status or economic status in its programs, activities and employment. Career Academies are available to all students. Accommodations for those with need will be made to allow student participation.

ATTENDANCE: Students are expected to abide by the Career Academy Calendar. If the student is scheduled to participate in an internship or field trip and school has been cancelled or delayed, the student is expected to contact the business person and reschedule for a time that is conducive to the business. Students must follow the school attendance policy.

DROPPING FROM THE ACADEMY OR SWITCHING ACADEMIES: Students must contact their assigned counselor and may drop out of the academy or switch academies at the end of a term (semester or end of the year). No student will be allowed out of an Academy sequence mid-term. Students must provide, in writing, why they are dropping out of the Academy or changing Academy programs.

TEXTBOOKS and MATERIALS: All textbooks and classroom or internship materials will be provided by the school district or philanthropic organizations. All students will be expected to wear their assigned Career Academy uniform when attending Career Academy related activities outside of the school, to include: field trips, job shadows, internships, etc.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT): Sampleville's Career Academy programs partner with our local community college. Information is shared between the district and the college; as students are dual-enrolled (earning both a high school and college transcript). Signatures of both student and parent/guardian are required on the application form if the student is under 18 years of age. Please note the "Statement of Dependence," near the bottom of the form, states student information, such as academic progress and attendance, may be released to the student's parent/guardian and to the high school.

TUITION: Students are registered for both the high school and college credit courses when they enroll in the Academy Program. The student and/or parent is responsible for paying tuition to our partnering postsecondary institution prior to the start of the course(s). Please contact XYZ College for more detailed information.

LIABILITY: Sampleville District has limited liability insurance for all students enrolled in the Academy program to participate in Academy sponsored activities. Employment with area businesses that is not directly related to the Academy program is not the responsibility of the district. Students may have paid or unpaid internships with partnering businesses but may or may not be affiliated with the Academy Program.

STUDENT CONDUCT: A level of privacy and professionalism exists in each career field. What students see in customers' homes/automobiles/documents should remain confidential. A student who observes something questionable in class or at the worksite should discuss the matter with the internship supervisor immediately.

OTHER TOPICS SPECIFIC TO YOUR COMMUNITY/SCHOOL/STUDENT POPULATION: Include additional text that may be specific to your academy program, school, community, business partners, etc.