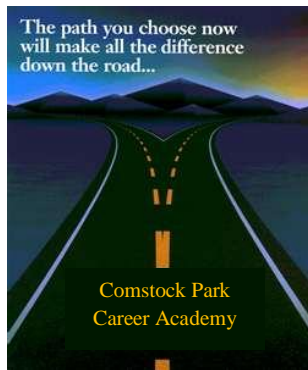


## Comstock Park Public Schools



Career Academy  
“Creating Opportunities for the Future”

### **Career Academy Mission**

Knowing that everyone is diverse, Comstock Park Public Schools is dedicated to “Helping Students Learn – Whatever it takes!” Seeking to provide students a number of opportunities, Comstock Park is committed to students seeking the college or career pathway. In all areas we strive to facilitate learning while molding students who are responsible, respectful and focused. Students will leave Comstock Park Public Schools and be able to enter the communities in which they live and work, carrying with them life skills that will lead to being a successful citizen.

The Career Academy program at Comstock Park is designed to move students onto the next step in their education process whether it is a diploma, or continuing their education through an internship, vocational training or college. While the program will offer *alternative* approaches to completing the Michigan High School Merit Curriculum, the program will maintain high expectations and those that successfully complete the Career Academy program will receive a Comstock Park High School Diploma as well as participate in graduation ceremonies.

If you are interested in applying for student status into the Comstock Park Career Academy, please read through the *entire* packet and fill out the *entire* appropriate paperwork. This is an application process very similar to applying for a job; **ALL** paperwork must be completed for consideration.

Please submit the completed CPCA Application by August 22, 2012 as space is limited. Completion of application DOES NOT guarantee acceptance. Individual interviews for applicants will be required and you will be contacted to schedule a time. Please treat the application/interview process as one would when applying for employment.

All application packets and questions should be directed to:

Dean of Students  
Chris Sposaro  
[csposaro@cppschoools.com](mailto:csposaro@cppschoools.com)  
(616) 254- 5202

Comstock Park Career Academy Student Position: Comstock Park Career Academy is seeking to enroll students for the 2012-13 school year. Students must strive to achieve graduation as well as a pathway towards employability/career and/or post-high school educational opportunities. Students who are seeking credit recovery are welcome. Students will be required to participate in at least one year of Kent Career Technical Center. Upon completion of program students will have earned a Comstock Park Public Schools Diploma which is the key to pursuing work/career, college and/or post high school vocational training/internships in employable field of interest. Only students willing to focus on learning, are respectful, are responsible and seek the goal of graduation should apply.

In order for application to be considered you must submit the following:

- \_\_\_ Application Essays
- \_\_\_ Letter of Recommendation from Parent/Guardian/Adult (18+ students may apply as an Of Age student, however a letter of recommendation is still required.)
- \_\_\_ Your signature and parent/guardian signature indicating you have read and agree to terms of the Comstock Park Career Academy expectations/addendums in addition to CPHS handbook
- \_\_\_ Comstock Park Public Schools Registration Form
- \_\_\_ Comstock Park Public Schools Technology Acceptable Use Policy
- \_\_\_ Comstock Park Career Academy “At-Risk Factors”
- \_\_\_ Meal Assistance Application (paper application or printed documentation demonstrating online completion)
- \_\_\_ Medical Information Forms
- \_\_\_ Request for Transfer of Records and Release of Discipline Records (Non Comstock Park Public School applicants only)
- \_\_\_ Permission for participation in site visits and internship opportunities
- \_\_\_ Home Language Survey
- \_\_\_ Comstock Park Public Schools Student Directory/Media Release

## CPPS Career Academy GRADUATION CREDIT REQUIREMENTS – Class of 2013 and Beyond

Graduates of North Kent will receive a North Kent High School diploma. Each nine-week class is worth .25 credits. If a student passes all his/her classes, he/she will earn 1.75 credits each quarter. Additional credits may be earned through Structured Work Experience and academic credit earned outside the school day through on-line classes as determined by administration.

**Graduation Requirements:** A student must earn a total of 23 credits to graduate from North Kent. Students must also meet all requirements for a diploma prior to the designated date (set by the administration each year) in order to participate in the commencement ceremonies. This includes satisfying all course requirements, all student debts, and serving all disciplinary actions. Participation in commencement ceremonies is a privilege, not a right.

***COURSE/CREDIT REQUIREMENTS:***

**ENGLISH .....4.0 credits**

English 9, English 10, English 11, English 12  
OR equivalent classes that meet the Michigan Merit Curriculum requirements

**MATHEMATICS .....4.0 credits**

Credit must include Algebra I, Geometry, and Algebra II. Credit may be earned prior to 9<sup>th</sup> grade.

A student must be enrolled in a math class during each year of high school. The final credit of the math requirement may be met by taking an approved Math-related course. A student must take math in their senior or final year of high school.

**SCIENCE .....3.0 credits**

Credit must include Biology, Chemistry or Physics, and another science class that meet the Michigan Merit Curriculum requirements.

**SOCIAL STUDIES .....3.0 credits**

World History and Geography, U.S. History and Geography, Government (Civics) – one semester  
Economics – one semester.

**PHYSICAL EDUCATION.....0.5 credits**

Physical Education or Wellness for Life.

**HEALTH EDUCATION.....0.5 credits**

**VISUAL/PERFORMING/APPLIED ARTS.....1.0 credit**

**EMPLOYABILITY.....1.0 credit**

**CAREER READINESS (KCTC).....1.0 credit**

**STRATEGIES FOR ACADEMIC SUCCESS .....1.0 credit**

Students will take this course during their first year enrolled.

**ELECTIVES .....4.0 credits**

**TOTAL .....23 credits**  
**CREDITS**

**Credits:** *“Credit is a completed unity of study as measured by proficiency in a predetermined set of content expectations”. Per Michigan Department of Education, credit may be awarded in incremental units as the students achieve proficiency on a pre-determined set of content expectations.*

### **NK ADDITIONAL GRADUATION REQUIREMENTS**

**EMPLOYABILITY POINTS:** In simple terms, employability is about being capable of getting and maintaining fulfilling work. More comprehensively, employability is the capability to move self-sufficiently within the labor market to realize potential through sustainable employment.

For the individual, employability depends on the knowledge, skills and attitudes they possess, the way they use those assets and present them to employers and the context (ex. Personal circumstances and labor market environment) within which they seek work.

We will be monitoring student progress by utilizing a specific rubric. Students must earn one employability point per year for graduation.

**EDP:** All students will be required to have an Educational Development Plan as required by the Michigan Merit Curriculum.

**MME REQUIREMENT:** All students must actively participate in all components of the Michigan Merit Exam, which include the American College Test (ACT) for high school juniors, to complete graduation requirements. All 11<sup>th</sup> graders (and those students who have not yet taken test and have reached their scheduled 3<sup>rd</sup> year of high school) will take the state assessment test in March of each year.

MME testing is divided into three parts. The ACT will be administered in a full day session and the Work Keys and Michigan Mathematics Tests will be administered on another day. The Michigan Science and Social Studies Tests will be given in one session at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled exactly two weeks later.

The students must attempt the assessment with a good faith effort. The good faith effort will be determined by the assessment administrator.

**CAREER READINESS CERTIFICATE:** Students are required to earn an A.C.T. National Career Readiness Certificate as determined by performance on three A.C.T. Work Keys assessments – Reading for Information, Applied Mathematics, and Locating Information.

**NOTE:** *Students may meet alternate requirements through a State and administratively approved, personal (modified) curriculum. Please see the Course Selection Guide, and Personal (Modified) Curriculum for more information.*

## Career Academy HS 2012-13 school year

**Student Questions and ideas for application:** High School is not too early to ask yourself these questions and since the focus of the Career Academy and your time here will be graduation as well as career focused, these questions are a starting point. Your application to the Career Academy requires a committed attempt to answer the following 4 questions. Consider this as your job application. We are looking for responsible focused students interested in graduating high school. We are looking for career and job focused students and your time at the Career Academy should be about learning transferable skills to the work place and/or college.

It's important to ask yourself the question: ***What do I want to do with my life?*** One of the best ways to begin to answer this big question is to explore what you are interested in, what your strengths are, what values you believe in, and what you are passionate about. What do you know about the world of work? What career fields—if any—are you drawn to? At any stage of your education, understanding these areas helps you purposefully make decisions about what how you approach school work and the classes you will take, where to spend your free time, and how to begin to chart the steps in your life's journey.

What are my interests, passions, and values?

Everyone has **skills and abilities**. Some of them come naturally, and others are acquired through classroom learning, and experiences such as, co-curricular activities, employment or jobs you did and enjoyed. We've all been asked as little children, "What do you want to be when you grow up?" **Skills and abilities** are so important in the world of work that there are lists identifying [the top skills employers are looking for](#).

[http://www.naceweb.org/s10262011/candidate\\_skills\\_employer\\_qualities/](http://www.naceweb.org/s10262011/candidate_skills_employer_qualities/)

Good news. There are ways for you to find out your skills and abilities, and once they are identified, you can work to develop and nurture them. Quite often, **skills and abilities** developed in one situation are directly applicable to another experience.

Research the internet to find tests that will allow you to **discover your own skills and abilities (a suggestion....<http://www.onetonline.org/skills/>)**, as well as ways to **explore what skills and abilities are connected to specific career fields and job titles**. Then answer question 2.

What are my skills and abilities?

You've done some exploration, research, and discovery about yourself and the world of work. You've tried some things out and now it's time to make some decisions. **Where do you see yourself?** Where do your skills and abilities line up with your passions and interests? Where do these alliances fit into the world of work? Where do you want to go in the next 5 years and in the next 20?

Where do I want to go?

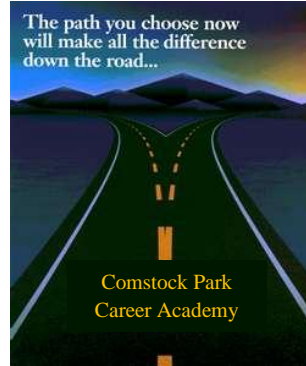
You know who you are and you know where you want to go. Time to answer the final question, *How are you going to implement your career goals?*

Your teachers are here to help by providing a multitude of resources to get you prepared for your future, first by graduating and along the way, with a focus career options and employability skills. **It's time to get professional.**

How do I get there?



Comstock Park Public Schools  
**Career Academy**  
Comstock Park High School



Student Handbook and Expectations  
2012-13

Comstock Park High School  
150 6 Mile Road NE  
Comstock Park, MI 49321  
Main Office (616)254-5202  
Attendance Line (616)254-5200

Steve Gough  
Principal - Comstock Park High School  
[sgough@cppschoools.com](mailto:sgough@cppschoools.com)  
616.254-5204

Chris Sposaro  
Dean of Students  
[csposaro@cppschoools.com](mailto:csposaro@cppschoools.com)  
616.254-

## **Career Academy**

The Career Academy participants are still considered full-time students in Comstock Park Public Schools and subject to the same policies and procedures found in the Comstock Park High School Student handbook. Due to the nature of the Career Academy program, certain protocols and procedures must be addressed and modified in order to maintain a positive educational environment that expects Respect, Responsibility and Focusing on Learning. Students must maintain a safe and productive atmosphere for all students and staff who use the building. The following items will be addressed here, will apply to all students who participate in the Career Academy and are addendums to the Comstock Park High School handbook:

- Probation Status
- Attendance Policy
- Absentee Procedures
- Tardiness Policy
- Academic Probation
- Transportation
- Discipline Policy
- Computer Usage
- Cheating Policy
- Test Taking Policy
- Employability Credit
- Kent Career Technical Center
- Graduation Requirements
- Personal Electronic Policy
- Welcome to your Career Academy Opportunity
- Dismissal from the Career Academy
- Career Academy Student and Parent/Guardian Statement of Understanding of Expectations

Any items or issues not addressed within this addendum or the Comstock Park Public Schools will be determined by the discretion of program/building administration, the superintendent and School Board policy/decision.

### **Probation Status**

In many work environments employees start in a probationary status to determine the employee and the work environment are conducive with each other. Upon acceptance in the Career Academy program each student will be placed on a quarter marking period (average of 43 days) probationary status. During this time it is expected that students will meet the program requirements by working toward the individual student goals established upon entry into the program.

If at any time during the quarter it is observed that students are not meeting their Production rate toward completing their classes as well as their graduation requirements, the staff will meet with the student and parents to discuss the continuation of enrollment and requirements to stay or the dismissal from the academy.

## **Attendance Policy**

One of the goals of Comstock Park Career Academy is to provide employability skills and the expectation that in order to be successful you must attend and participate. While providing students with a more flexibility while still maintaining a structured environment, students will have an assigned number of work hours and will be able to earn additional time off based on production, employability and achieved goals. The start and end times of the school day will be different from Comstock Park High School. The Career Academy school day times are to be determined.

Please read the attendance policy carefully and thoroughly. A student may automatically be removed from the Career Academy if they reach 9 or more absences per quarter. Absences will be counted per quarter. Please be aware of the following policy:

- 3<sup>rd</sup> absence – letter hand delivered, letter sent and phone call.
- 5<sup>th</sup> absence – student status in the Career Academy will be suspended until a parent/guardian meeting takes place. Absences continue to accumulate until meeting is held. If student is Of Age, the staff and student must meet to determine future status.
- 9<sup>th</sup> absence – student is dropped from the Career Academy for the remainder of that current quarter. Being dropped 2 consecutive quarters will result in dismissal from the program.

Absences include ALL days missed. This includes illness, appointments, etc. Extenuating circumstances will be determined by the staff, however the student must present these circumstances at the first opportunity available.

## **Absentee Procedure**

In addition to the parent/guardian notifying Comstock Park High School of an absence, the Career Academy student MUST also CALL the Dean or one of the teachers to communicate the reason for the absence. This is an employability skill that will be measured through the employability credit earned. If student does not call the Dean or the classroom, student will lose employability grade for the day and may also lose other privileges based on Dean/teacher discretion. No Call No Show is unacceptable in the work environment and will also be unacceptable at the Career Academy.

**SKIPPING** – It is considered skipping if student does not communicate with the Dean or one of the Career Academy teachers as to why they are absent. This includes not calling when sick, leaving class without notice, not returning from a break. Skipping will count as an absence, work and daily points will not be received and loss of bonus/privileges will occur.

**CLASSES W/IN CPHS** - Career Academy students who access opportunities for classes within Comstock Park High School will follow CPHS attendance policy. This also includes KCTC enrollment.

## **Tardiness**

Promptness is an employability skill valued by employers. Since Career Academy will be focusing on these types of skills along with the graduation requirements promptness will be expected. Tardiness after 10 minutes of the class starting will be considered an absence. Under 10 minutes will count as tardy. Every third tardy will require student to “work late” for one hour at the end of a designated day with transportation the responsibility of the student. Tardiness will also affect the employability grade; persistent tardiness demonstrates lack of commitment and like the work environment, a student may be dropped from the Career Academy due to excessive tardiness.

## **Academic Probation**

Students who do not make significant progress toward graduation as evident by passing 5 of 6 scheduled classes are immediately on Academic Probation. Students on Academic Probation who do not pass 5 of 6 scheduled classes for a second consecutive quarter are subject to dismissal from the program. Students who consistently “go back and forth” from good standing to academic probation may be required to meet with staff and be placed on a contract/consecutive quarters of academic probation regardless of current quarter status.

## **Transportation**

Bus riding and driving privileges will follow the same expectations as Comstock Park High School students as outlined in the CPHS handbook.

## **Discipline Policy**

Like employment, a position as a student in the Career Academy is an opportunity to be respected by those who have been accepted into the program. The Career Academy will follow the discipline procedures outlined in the CPHS handbook and each student will be held accountable to these guidelines. All disciplinary action will be determined by either the Dean of Students or Principal. Students who are persistently causing a disruption to the educational environment and work place with their behavioral choices will be dismissed from the program and referred to alternative learning options outside of the Career Academy AND Comstock Park Public Schools.

## Computer Use Policy

Each student and parent/guardian is required to sign the district's "Technology Acceptable Use Policy." Since working on-line is going to be a vital piece to the Career Academy, appropriate computer use is expected at all times and is taken very seriously. Please read the following should inappropriate/unacceptable computer use occurs:

- First Offense – verbal warning
- Second Offense – meeting with student, staff and parent/guardian. Student status in the Career Academy will be suspended until meeting occurs.
- Third Offense – student subject to removal from program

While the Career Academy understands technology has brought the world to your fingers with just a click it is important to learn the skill and self-discipline to be able to work on a computer as well as the internet in a manner that produces high quality work. Producing quality work will be the expectation.

## Cheating Policy

Cheating is defined as an act of lying, deception, fraud, trickery, imposture or imposition. In the work world this would be terms for dismissal and the Career Academy will not allow students to participate in any form of cheating. All "perceptions" of cheating will be determined by the Career Academy staff. Students are to produce their own work on reports, assignments and tests. Using sources that are not your own or using information that you are not suppose to use at any time of taking a test, doing an assignment or producing work is cheating.

- First Offense: student will receive a zero on assignment and parent/guardian notified.
- Second Offense: student will restart the class they are currently enrolled in from the beginning and parent/guardian will be notified.
- Third Offense: student will be dismissed from enrollment in the Career Academy program and referred to alternative learning options outside of the Career Academy AND Comstock Park Public Schools.

## Test Taking Policy

All Tests, Topic Tests, Cumulative and Final Exams MUST be taken in class under the supervision of a Career Academy staff member. If a student is working from home and arrives at a test, the test will be bypassed. It is then the student's responsibility to communicate with the teacher, and during the next class period take the bypassed test. The class will not be completed until all tests have been taken, graded and passed. During all tests the only window that can be open is the testing window.

## EMPLOYABILITY CREDIT REQUIREMENTS

In simple terms, employability is about being capable of getting and maintaining fulfilling work. More comprehensively, employability is the capability to move self-sufficiently within the labor market to realize potential for sustainable employment.

For the individual, employability depends on the knowledge, skills and attitudes they possess, the way they use those assets, and present them to employers and the context (ex. Personal circumstances and labor market environment) within which they seek employment.

We will be monitoring student progress by utilizing a specific rubric. Students must earn one employability per year in the program based on the following performance skill sets:

### Cooperation

Cooperation is the ability to work together to achieve success. Cooperation also includes doing what is asked or required, to participate positively in group activities and to follow directions given by an adult or group leader.

### Respect

Respect is a feeling or attitude of admiration of someone or something and the act of showing consideration and thoughtfulness. We ask that respect be shown toward staff and peers in and outside of the classroom, and to respect each work area and the property of Comstock Park Public Schools. Respect is an individual characteristic that we will seek to see in each person and seek to give to each person.

### Problem Solving

We will be seeking for each student to demonstrate the ability to productively produce a positive solution to difficult situations that may arise in the room, with teachers and with peers. We look forward to working together on developing effective and comprehensive communication skills that will benefit each student.

### Responsibility

Responsibility is being accountable to someone or something. It includes the authority of the student to make decisions independently as it relates to the expectations set by the staff. This means that students are responsible for their choices and their actions. Students are to maintain a professional attitude in the room in regards to verbal, non-verbal, tone of voice and character. This includes being alert and working while at their work station. It also includes each student personally taking care of their work area, to complete all assignments in a timely fashion, and to maintain an on pace production rate. If any equipment is damaged or missing from the students assigned work station, the damaged/missing items will be replaced by the school at a cost to the student.

### Time on Task

Time on task is a set time period which work must be occurring. It is also a system for measuring intervals of time. It is imperative that each student maintains a pace in each class that is consistent with deadlines and ensuring successful progress toward graduation. Unless collaboration is occurring, students should be at their work stations actively engaged in learning.

### Punctuality

Punctuality is an expected employability skill that employers seek. While each place of work may be different the career academy expects that students arrive at the set time that has been established and leave at the set time that has been established. This includes coming to class on time, being prepared to produce quality work and ready to begin when class begins.

### **Kent Career Technical Center**

Students will be required to positively participate in at least one year of Kent Career Technical Center. Working closely with our counselor and Dean, students will actively pursue interests available to them through KCTC. Site visits will be part of the Employability Credit. A minimum of one (1) graduation credit must be earned through KCTC educational opportunities. There are 3 sessions of KCTC to choose from and we will work with the student's needs to best fit his/her schedule. Students may use school transportation or drive THEMSELVES to KCTC. Students MAY NOT drive other students to or from KCTC and back to school.

### **Personal Electronic Devices**

PEDs include but are not limited to: Cell phones, Smart Phones, Ipods, mp3 players, Laptops, tablets, Ipads, Kindles, etc. Before school, during breaks and after school students may use their devices. Once the school day begins students are not to be on their Personal Electronic Device unless permission is given through Career Academy staff. Students may earn the bonus of using their PED within the Career Academy classrooms however those who do not have that bonus level will follow:

- First time = a respectful request to put device away
- Second time = student will be required to give Dean of Students the device for the remainder of the day or leave. This will count toward absences as well as discipline.
- Third time = student is obviously having difficulties respecting the established policy. At this point it will be handled on a case by case basis which will include but not limited to: suspension, required to turn in all devices at the beginning of the day and/or parent/guardian meeting.

## *Welcome to your Opportunity!*

The Comstock Park Career Academy will be running much like a job and like a job many times there are many expectations as well as assignments that need to be completed. Traditional E2020 as well as Blended E2020 will be a significant piece of our curriculum along with the opportunities such as: KCTC, example, example and example.

In career or job:

- Privileges are earned
- You will be assigned your own work station and there will be available space for group collaboration
- You may have covered/capped drinks/snacks at your workstation. You are responsible for your workstation and costs to replacing/repairing computer and equipment.
- Scheduled Break times will be.....
- EARNED DAY – Students may obtain an “Earned Day” by attending a full 10 days in a row and passing/up to date in all classes. Students seeking to take an “Earned Day” must submit the request no later than the day before as well as contact parent/guardian to inform of “Earned Day”.

### BONUSES\*

Bonuses may be earned in 10 school day increments.

Bonuses are based on:

- **Pace** = must be on target in all classes
- **Production** =grade for each class must be a 70% or higher
- **Employability Credit** = must be a 80% or higher

BONUS #1 = Student may listen to music while working and within the Career Academy Classrooms.

BONUS #2 = First bonus PLUS Hood/Hat may be worn within the Career Academy Classrooms and be able to decorate personal work area appropriately.

BONUS #3 = First and second bonus PLUS appropriately use of cell phone within the Career Academy Classrooms. Not to be used during testing and staff determines appropriateness

BONUS #4 = First and second bonuses PLUS picking four days each week to leave one hour early or come in one hour late. Transportation is student’s responsibility.

BONUS #5 = First and second bonuses PLUS picking five days each week to leave one hour early or come in one hour late. Transportation is student’s responsibility

\*If at any time your pace, production, or employability declines staff will determine if loss of bonus/bonuses is appropriate.



**DISMISSAL  
From  
Career Academy**

If a student is dismissed from Career Academy, depending on the reason, he/she may re-apply for future enrollment. Dependent on the current applicant list, student may go to the bottom of current applicant waiting list and may return if available opportunities become present.

Depending on the situation(s) a student may be denied reapplication to Career Academy and at that point Alternative opportunities outside the Comstock Park Public Schools District will be recommended. If a student is permanently dismissed from Career Academy and seeks outside opportunities, it becomes the sole responsibility of student and parent/guardian including cost, transportation and ALL other aspects that may occur.

Once a student enrolls in the Career Academy this will be the path chosen for completing High School Graduation Requirements and re-entering the traditional high school setting at Comstock Park High School is not allowed.

**Career Academy  
Student  
Parent/Guardian  
Statement of Understanding of Expectations**

The Comstock Park Career Academy is striving to provide opportunities for students who may need a different approach to earning his or her high school diploma. Students who have struggled academically, are behind in credits and need a fresh start are our targeted students. With the goal of a high school diploma while also focusing on employability skills, the Career Academy is seeking students who fit this description. This is not intended for students who have displayed discipline issues or do not have an interest in working toward the goal of graduation, a career or post high school educational opportunities.

By signing you are agreeing to positively participate in the educational process of the Career Academy and acknowledge that persistent lack of production toward a high school diploma as well as focusing on employability opportunities/skills will lead to dismissal from the program with alternative educational opportunities to be pursued outside the Comstock Park Public School District.

Expectations from Parent/Guardians:

1. Communicate with the school when needed in a timely manner.
2. Actively use Power School to monitor student's attendance, academic and discipline.
3. Provide accurate information on all requested school forms and update any changes in a timely manner.
4. Maintain communication with school by attending parent-teacher conferences and responding to phone calls/emails.
5. Encourage your student to positively participate in the Career Academy with the goal of graduation.
6. Acknowledge that not meeting these expectations as well as negatively influencing (as determined by administration) my student to the school culture, staff, policies, procedures and expectations my lead to removal of my student from the program or at minimum limit my ability to be present at school/school related activities without prior administrative consent.

---

Sign and Print Name

Date

Expectations from Students:

1. Positively participate in the educational opportunities being presented to you by demonstrating RESPECT, RESPONSIBILITY and FOCUSING ON LEARNING.
2. Follow the expectations set forth by the Comstock Park High School Handbook as well as the Career Academy Addendums.
3. Understand and acknowledge that the goal of graduation and that work that goes into that goal requires an active and positive partnership between me and the staff.
4. Meeting or exceeding expectations will result in the goal of graduation with a future geared towards a career or post-high school educational opportunities; failing to meet the expectations will result in being removed from the Career Academy.

---

Sign and Print Name

Date

