



### *Career Academy of South Providence School*

The Career Academy of South Providence School will provide flexibility for academic instruction, credit completion and repeat coursework. It utilizes community resources for job skills and job placement. This program offers students at-risk for dropping out of school an opportunity to complete the requirements for high school graduation in a nontraditional setting.

#### **Career Academy of South Providence Diploma Program Description**

- I. The Career Academy Diploma is based on the Future Ready Common Core / Essential Standards Course of Study. All NCDPI exit standards must be met.

4 English credits (English I, II, III, IV)

4 Math credits (Math 1, Math II Math III and one other math course aligned with the student's post high school plans. )

3 Science credits (Earth/Environmental Science, Biology, Physical Science)

4 Social Studies credits (World History, Civics and Economics, American History I and American History II)

I Health/PE credit

6 Elective Credits: 2 elective credits of any combination from either

Career and Technical Education (CTE)

Arts Education

World Languages

4 elective credits (four course strongly recommended concentration) from one of the following:

Career and Technical Education (CTE)

JROTC

Arts Education (e.g. dance, music, theater arts, visual arts)

Any other subject area (e.g. social studies, science, mathematics, or English)

2. Students should have completed 3 semesters and be 16 years old before admission to the program.
3. Priority in admissions will be given to students who meet the following criteria: students considering dropping out or previous dropouts, older students, students with a history of chronic absences, students with a significant social, emotional, or physical barriers preventing success in a conventional school environment, students experiencing extremely difficult life circumstances, and students needing fewer credits to graduate.
4. The program curriculum will focus heavily on graduation requirements and career oriented courses.
5. Students will be allowed to attend classes on a flexible schedule (at least 2 blocks/day) to allow for internships, necessary employment, and childcare issues.

## **Process**

1. Identification of students who display at-risk tendencies for dropping out of school.
2. Student either informs school staff that they are contemplating dropping out; student is exhibiting at-risk behaviors (increase in absences, failing classes at an increased rate, experiencing traumatic life situations), and/or has formally asked to withdraw from school.
3. Referral to dropout prevention coordinator/core team/guidance department of high school for student assistance.
4. In-house interventions to assist with student success and retention are implemented.
5. Student is informed about the Alternative Career Academy Diploma Program.
6. If interested, student completes the application with the assistance of a Dropout Prevention Counselor or Administrator (it is required that a student's transcript be examined and a course checklist completed to include with the student application).
7. The application is submitted to the Dropout Prevention Counselor to be reviewed by the Dropout Prevention Committee at their monthly meetings/as need arises.
8. Committee meets to determine if the student is accepted or denied entrance into the program.
9. Upon acceptance into the Career Academy of South Providence School (CASPS), a meeting will be held with the student, parent(s)/guardian(s) and administration at the traditional high school. At this time, the Dropout Prevention Committee develops a Personalized Education Plan to ensure that the processes for completion of the South Providence Career Academy Diploma graduation requirements are met.
10. The program requirements are discussed and the student and parents are required to sign a Contract of Commitment to the CASPS program.
11. Upon completion of the Career Academy Diploma graduation requirements, the student will receive a South Providence Career Academy Diploma during a graduation ceremony. The student may participate in a graduation ceremony at his/her home school or at South Providence.

## **Instruction**

1. Students may use APEX, NCVPS, and UC Virtual.
2. Students will be mainstreamed into CTE courses. The first time a student is enrolled in an EOC course it should be taken face-to-face in a traditional classroom setting as best practice. Students that are taking an EOC course as credit recovery can be placed in any of the available programs. All students are eligible for face-to-face instruction as appropriate.



**Career Academy of South Providence School  
Union County Public Schools  
Career Academy Diploma Program  
Student Application**

**Complete the following information:**

Student Name: \_\_\_\_\_ Last school attended: \_\_\_\_\_ ,

Age: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Number of high school credits: \_\_\_\_\_

Number of semesters in high school: \_\_\_\_\_

The Career Academy Diploma program is a highly structured and limited opportunity for a select number of students whose circumstances prevent graduation from high school. Students must complete 21 required and elective credits in order to receive a North Carolina high school diploma. The program is coordinated through the home school.

The student application must be completed by the student and parent submitted to the Dropout Prevention Committee liaison.

Referrals are submitted by the principal and reviewed by a committee of school system staff. Only students who demonstrate a high degree of motivation and cooperation will be accepted into the program.

The student application packet must be completed in order for the referral to be considered. The review committee will give strong consideration to each student's application and responses in determining which students will be accepted. All applications must be signed by a parent/guardian.

**Guidelines:**

1. Students should have 3 semesters and be 16 years old before admission to the program.
2. A plan for graduation will be developed for every student admitted to the program.
3. The school principal will have the authority to dismiss any student from the diploma program who is disruptive, uncooperative, or not making progress toward graduation.
4. Only students displaying a significant hardship that will impede their ability to graduate from high school in the traditional fashion or who are strongly considering dropping out of school will be admitted.
5. The principal and the Dropout Prevention Committee reserve the right to deny admission to any student who does not meet the set criteria.

\*\*I understand that submitting this application does not guarantee that I will be accepted to the program. I agree that, if accepted, I will comply with the guidelines outlined in this application as well as any and all expectations established at South Providence Career Academy.

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Parent Signature                      Date

\*\*Please answer the following questions as completely as possible. Feel free to use the back side of this paper if additional space is needed.\*\*

I. Explain how you got to the point where you may not graduate from high school.

2. What are you going to change, either in your life or school habits, which will cause you to be successful? *Remember that only students who demonstrate a strong willingness to succeed will be accepted.*

This area is for school use.

Date application received: \_\_\_\_\_ Committee review date: \_\_\_\_\_

Received by: \_\_\_\_\_ Accepted: \_\_\_\_\_ Denied: \_\_\_\_\_

**Student Name** \_\_\_\_\_

\*Attach a recent copy of the student's transcript to this form.

| Courses               | Completed | Final Grade | Grade Level  |
|-----------------------|-----------|-------------|--------------|
| English I             |           |             | 8 9 10 11 12 |
| English II            |           |             | 8 9 10 11 12 |
| English III           |           |             | 8 9 10 11 12 |
| English IV            |           |             | 8 9 10 11 12 |
| Foundations of Math I |           |             | 8 9 10 11 12 |
| Math I                |           |             | 8 9 10 11 12 |
| Math II               |           |             | 8 9 10 11 12 |
| Math III              |           |             | 8 9 10 11 12 |
| 4 <sup>th</sup> Math  |           |             | 8 9 10 11 12 |
| Earth Science         |           |             | 8 9 10 11 12 |
| Biology               |           |             | 8 9 10 11 12 |
| A Physical Science    |           |             | 8 9 10 11 12 |
| World History         |           |             | 8 9 10 11 12 |
| Civics & Economics    |           |             | 8 9 10 11 12 |
| American History I    |           |             | 8 9 10 11 12 |
| American History II   |           |             | 8 9 10 11 12 |
| Health & P.E.         |           |             | 8 9 10 11 12 |
| Elective 1            |           |             | 8 9 10 11 12 |
| Elective 2            |           |             | 8 9 10 11 12 |
| Elective 3            |           |             | 8 9 10 11 12 |
| Elective 4            |           |             | 8 9 10 11 12 |
| Elective 5            |           |             | 8 9 10 11 12 |
| Elective 6            |           |             | 8 9 10 11 12 |

Exit Standards \_\_\_\_\_ ENGLISH II \_\_\_\_\_ Math I \_\_\_\_\_ Biology

Courses Remaining for Graduation:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |



**Career Academy of South Providence Referral Form**

To be completed by the School Counselor.

|   |  |
|---|--|
| Student Name:   | Age  |
| Gender: ___ Male ___ Female                                   | D.O.B.   |
| Current Grade: 9 10 11 12<br><small>Circle One Please</small> | Home School: _____<br>High School  |
| Student Address:  | Student Powerschool Number:  |
| Parent/Guardian Name:   | Relationship ___ Mother ___ Father<br>___ Grand Parent ___ Aunt/Uncle<br>___ Case Worker ___ Other (Specify) |
| Parent/Guardian Address (If different from student)           | Home Phone: _____<br>Work Phone: _____<br>Cell<br>Phone: _____   |

Additional Comments:

\_\_\_\_\_

Signature

\_\_\_\_\_

Title of Staff Completing Referral Information

\_\_\_\_\_

Principal Signature

The information in this referral form is accurate. The Student's parent/Guardian was contacted on \_\_\_\_\_(Date) by \_\_\_\_\_ (Name) and informed of the intention to refer the student for alternative education services.

Date of presentation to referral committee:

Disposition:

\_\_\_\_\_Accepted  
\_\_\_\_\_Not Accepted

# **Career Academy of South Providence School (CASPS)**

## **Contract of Commitment**

Students enrolling in Career Academy of South Providence School (CASPS) are expected to maintain a high quality of social, emotional and academic performance. The purpose for enrollment is to successfully complete high school by earning a Career Academy Diploma within two years of entry. The Career Academy Diploma program is a highly structured program and a limited opportunity offered to a select number of students who are willing to demonstrate a commitment to their education, future and community.

In order to successfully complete the Career Academy Diploma program, students will abide by the Union County Public Schools Student Code of Conduct and the rules and procedures specific to the school campus on which they attend.

### **As a student, I agree to:**

- Abide by all rules, regulations and procedures assigned by the UCPS Board of Education and **South Providence School**.
- Adhere to school bus safety and behavioral expectations.
- Honor the privilege of this opportunity by making a personal commitment to become invested in my education as evidenced by my regular attendance, work ethic, respect for others and pride in myself.
- Understand that failure to abide by the policies above will result in a recommendation for long-term suspension and/or removal from the program.
- It is the expectation that all students will abide by the Union County Public Schools Student Code of Conduct. Disciplinary infractions will be the exception and may cause a student to be removed from the program. The 1<sup>st</sup> disciplinary offense that warrants an out-of-school suspension will result in a minimum two-day of out-of-school suspension or more based on UCPS Student Code of Conduct, the 2<sup>nd</sup> offense will result in a minimum three-day of out-of-school suspension or more based on UCPS Student Code of Conduct and the 3<sup>rd</sup> offense will result in a recommendation for long-term suspension and/or removal from the program.

### **I understand the following applies to disciplinary infractions while enrolled in CASPS:**

I, \_\_\_\_\_ understand my responsibilities as a student of the Career  
(print name)

**Academy of South Providence School and I commit to fulfill them. I further understand that once I enter this program I may not return to the College Tech Prep or College/ University Prep programs.**

\_\_\_\_\_  
Student signature/date

\_\_\_\_\_  
Parent signature/date