

Millard Public Schools

Career Academy Student Handbook



2015-2016

Millard Public Schools

Millard Board of Education

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NOTICE OF NONDISCRIMINATION

The Millard School District does not discriminate on the basis of race, color, religion, national origin, gender, marital status, disability, or age, in admission or access to or treatment of employment, or in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent of Schools, 5606 South 147th Street, Omaha, NE 68137, (402) 715-8200. The Superintendent may delegate this responsibility as needed. Complaints and grievances by School personnel or job applicants regarding discrimination or sexual harassment shall follow the procedures of District Rule 4001.2. Complaints and grievances by students or parents regarding discrimination or sexual harassment shall follow the procedures of District Rule 5010.2.

Millard Public Schools Career Academy Student Handbook

Welcome to the Millard Public Schools Career Academies. The policies and procedures identified in each Millard High School Student Handbook apply to academy students. The following is additional information unique to the academy programs.

Academy and Assigned High Schools

- Academy High School: building where student will attend Career Academy courses

Millard Horizon High School	Culinary Skills Academy, Health Sciences Academy, Distribution & Logistics Management Academy
Millard South High School	Entrepreneurship Academy
Millard West High School	Education Academy

- Assigned High School: building where students attend courses outside of the Career Academy schedule and where they are able to participate in extra-curricular activities

Academy Schedule

Morning Academies:

	Monday	Tuesday-Friday
Start Time	8:50 a.m.	8:05 a.m.
Dismissal Time	11:25 a.m.	11:05 a.m.

	Monday	Tuesday-Friday
Transportation Schedule:		
Millard North High, meet bus at main entrance	7:55 a.m.	7:10 a.m.
Millard South High, meet bus at south entrance	8:16 a.m.	7:32 a.m.
Millard West High, meet bus at west entrance	8:26 a.m.	7:42 a.m.

Lunch Morning academy students will eat lunch at their assigned high school.

Afternoon Academies:

	Monday	Tuesday-Friday
Start Time	12:30 p.m.	12:15 p.m.
Dismissal Time	3:05 p.m.	3:05 p.m.

	Monday	Tuesday-Friday
Dismissal from assigned high school to travel to academy high school		
Millard North High, meet bus at main entrance	11:45 a.m.	11:24 a.m.
Millard South High, meet bus at south entrance	11:54 a.m.	11:35 a.m.
Millard West High, meet bus at west entrance	12:03 a.m.	11:38 a.m.

Millard Horizon High, meet bus at main entrance

Lunch Afternoon academy students will eat lunch at their Academy high school.

Schedules and Calendars

- Each of the high schools within Millard set schedules and calendars unique to their buildings based on their overall master calendar and schedule.
- Career Academy students will follow a split schedule and calendar. They will attend their assigned school classes as scheduled at their assigned high school and will attend their academy classes as scheduled at their academy high school.
- Each career academy will follow the host school calendar. Students will attend their academy courses when the academy high school is in session even though their assigned school may not be holding classes. Academy students will be dismissed when the academy school is dismissed even though their assigned school may be in session.
- In the rare instance when a career academy has been cancelled, students should report to the assigned location in their assigned high school during the regularly scheduled academy time.
- When the school district cancels school due to inclement weather or in case of an emergency, career academy classes and internships are also cancelled.
- The attached academy calendar identifies dates specific to the academies.

Attendance Policies

- Millard Public Schools attendance policies identified in each high school handbook will apply.
- If a student will be absent from the academy, a parent/guardian should call the assigned high school attendance office (not the academy high school) to report the absence.

Academic Information

- The grading scale for Millard Public Schools will apply according to Board of Education policy and as noted in the Millard Public Schools Curriculum Handbook and Registration Guide.
- Grades for dual enrollment courses will be reported to the post secondary institution as follows:

MPS	Grade	Grade Reported to UNO for AP[®] and Dual Enrollment Courses	Grade Reported to MCC
1	93-100	A	A 90-100
2	85-92	B	B 80-89
3	77-84	C	C 70-79
4	69-76	D	D 60-69
5	0-68	F	F 0-59

Transportation

- Students are required to use the academy shuttle to travel between the assigned high school and the academy high school.
- Parents/legal guardians and students may request an exception from the use of school provided transportation. The proper form must be on file at the assigned high school before students may use alternative transportation. (See attached form)
- In the event that all students elect to drive to the academy, bus transportation will be cancelled and will not be available at a later date.
- Parents/legal guardians and students will provide transportation to the academy internship.
- Students, who drive to the career academy, should have a Millard Public Schools parking permit and park in the designated parking area at the academy high school. The academy teacher will explain where to park. (See attached maps)

Student Behavior and Expectations

- The Millard Code of Conduct applies to all academy students.
- Discipline which requires administrative intervention will be referred to the student's assigned high school. In addition, students are expected to demonstrate exemplary conduct and reflect a positive image of themselves and the Academy.

Dual Enrollment Courses

The academy programs are designed to prepare students for smooth transitions to a career and post-secondary education. The career academy provides many opportunities to earn dual enrollment credit at Metropolitan Community College and the University of Nebraska at Omaha. Dual enrollment is not required, but it is highly encouraged to experience the early college benefits of the career academies.

Dual Enrollment forms for first and second semester for Metropolitan Community College and the University of Nebraska at Omaha were submitted in May. Each institution provides reduced-rate tuition and the Millard Public Schools Foundation will provide a scholarship for 50% of the dual enrollment college tuition for all Year 1 academy students and for all qualifying Year 2 academy students for first semester. Metropolitan Community College and University of Nebraska at Omaha will send a tuition statement home in late September for first semester and in late January for second semester to reflect the scholarship payment. Registration and tuition payments are agreements between the post secondary institution and the family. Payment will be due directly to the college(s) upon receipt of the statement. Metropolitan Community College and the University of Nebraska at Omaha will not allow students who have past due tuition to enroll for the next semester.

The Millard Public Schools Foundation will continue to provide dual enrollment college tuition scholarships as long as the student remains enrolled in the Career Academy, completes the college dual enrollment registration forms, and earns final course/term grades of "B" or higher, using the institution's grading scale, or the minimally acceptable grade point average for credit transfer identified in the following table.

University of Nebraska Omaha Transfer Credit

College	Minimum Grade Point Average for Transfer Credit
College of Arts and Sciences	2.0
College of Business Administration	2.0 for academic core; 2.3 for Economics and Accounting, 2.5 for all other Business courses
College of Education	2.5

Metropolitan Community College and the University of Nebraska at Omaha provide payment plans. This information is available on the registration form.

Tuition/Scholarship/Student Parent Obligation *

Metropolitan Community College Tuition	Millard Public Schools Foundation Scholarship	Student/Parent Financial Obligation
\$40.00 per course \$33.00 per credit**	\$20.00 per course \$16.50 per credit**	\$20.00 per course \$16.50 per credit**
University of Nebraska at Omaha Tuition	Millard Public Schools Foundation Scholarship	Student/Parent Financial Obligation
\$250 per course	\$125 per course	\$125 per course

* Reduced-rate tuition is subject to change by the post-secondary governing organization. Scholarships and student/parent financial obligations will be adjusted accordingly.

**Due to special instructor partnerships with Metropolitan Community College, tuition for the following select courses will be at a reduced rate per credit hour:

- ACCT 1100, 1110, 1120
- ENTR 2060 Legal Issues for the Entrepreneur
- ENTR 2040 Entrepreneurship Feasibility Study
- HLTH 1100 Emergency Medical Technician Basic

Building Contacts and Help

Questions should first be directed to the Academy Lead Teachers identified below:

	Location	Teacher	Phone
Culinary Skills	Horizon High School	Mrs. Alice Smith	715-8632
Education	West High School	Mrs. Susan Kvasnicka	715-6065
Entrepreneurship	South High School	Mr. Seth Woodke	715-8272
Health Sciences	Horizon High School	Mr. Jerry Olson	715-8632
Distribution and Logistics Management	Horizon High School	Mr. Mike Rogers	715-8632

	Type of Assistance	Millard North High	Millard South High	Millard West High	Millard Horizon High
Assistant Principal	Assistance related to the academy program or dual enrollment	Mr. Aaron Bearinger 715-1219	Mr. Kip Colony 715-8258	Dr. Jennifer Allen 715-6003	Mrs. Julie Kemp 715-8622
Building Secretary	Assistance related to attendance, transportation or building schedule	Mrs. Jamie Blycker 715-1367	Mrs. Kathy Cinotto 715-8389	Mrs. Joy Mooberry 715-6001	Mrs. Mary Liebherr 715-8468
Coordinator for Career & Technical Education	Contact when any of the above are not available			Mrs. Barb Waller 715-8577	
Secretary	Contact when any of the above are not available			Mrs. Kim Pirrone 715-8253	

Millard Public Schools Career Academy Calendar 2015-2016

AUGUST				
M	T	W	Th	F
3	4	5	6	8
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	28
30				

DECEMBER				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

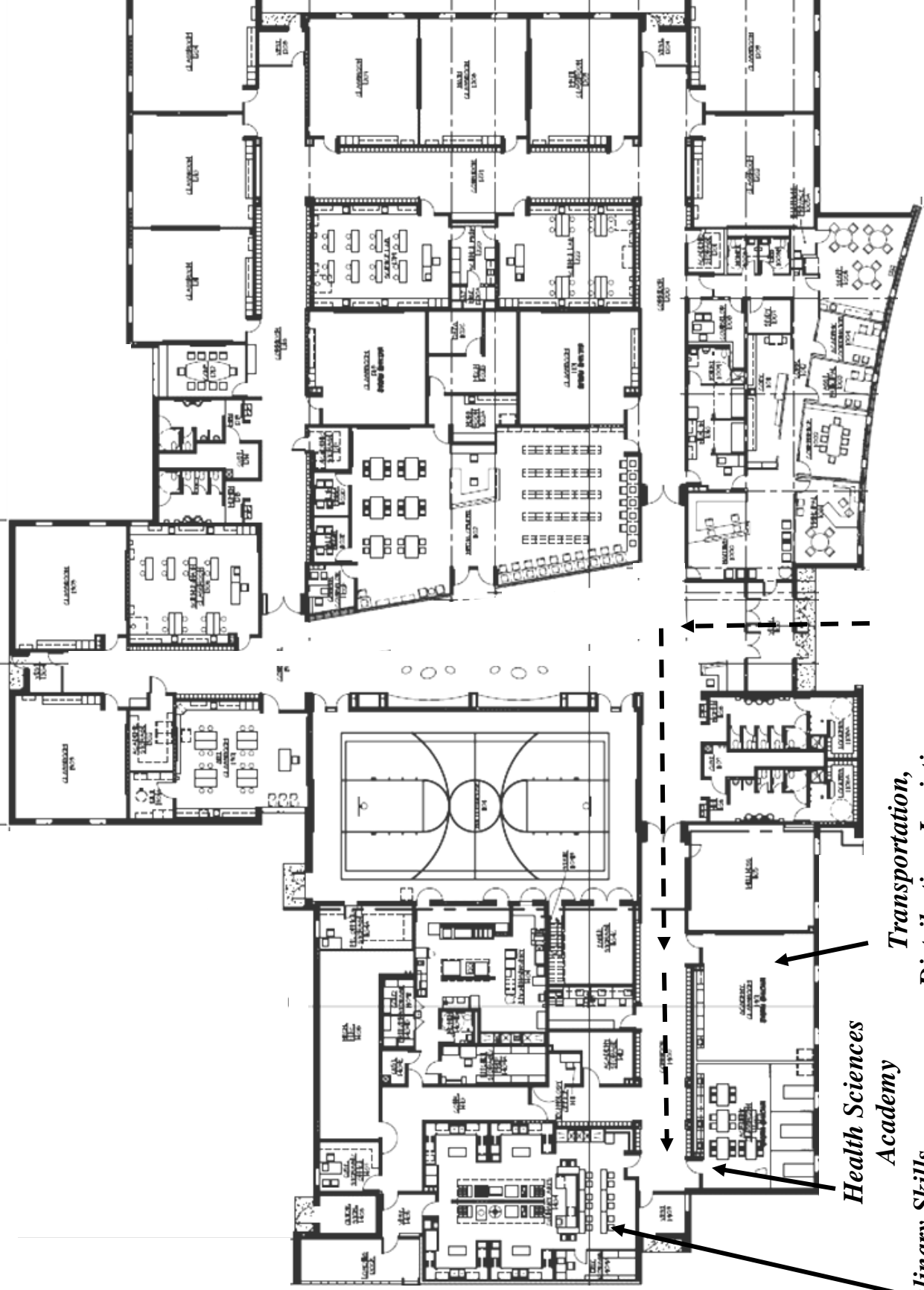
JUNE				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

JULY				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- August 12 First Day Academy Classes
- August 20 Entrepreneurship Academy Open House 6:30-8:00 pm
- August 20 Education Academy Open House 7:00-8:00 pm
- August 25 Culinary Skills, Health Sciences, Distribution & Logistics Mgt. Academy Open House 4:00-8:00 pm
- September 10 Education Academy Conferences 4:00-7:30 pm
- September 17 Culinary Skills, Health Sciences, Distribution & Logistics Mgt. Academy Conferences 4:00-8:00 pm
- September 22 Culinary Skills, Health Sciences, Distribution & Logistics Mgt. Academy Conferences 4:00-8:00 pm
- September 24 No Academy Classes-Testing Schedule
- October 12-13 Entrepreneurship Academy Conferences 4:15-8:00 pm
- December 17 No Academy Classes-Finals Schedule
- December 18 No Academy Classes-Finals Schedule
- January 20 No Academy Classes-Testing Schedule
- January 21 No Academy Classes-Testing Schedule
- February 8 Culinary Skills, Health Sciences, Distribution & Logistics Mgt. Academy Conferences 4:00-8:00 pm
- February 9 Culinary Skills, Health Sciences, Distribution & Logistics Mgt. Academy Conferences 4:00-8:00 pm
- April 26 No Academy Classes-Testing Schedule
- May 23 Last Day Year 2 Academy Classes
- May 23 Last Day Year 1 Academy Classes



Horizon High School



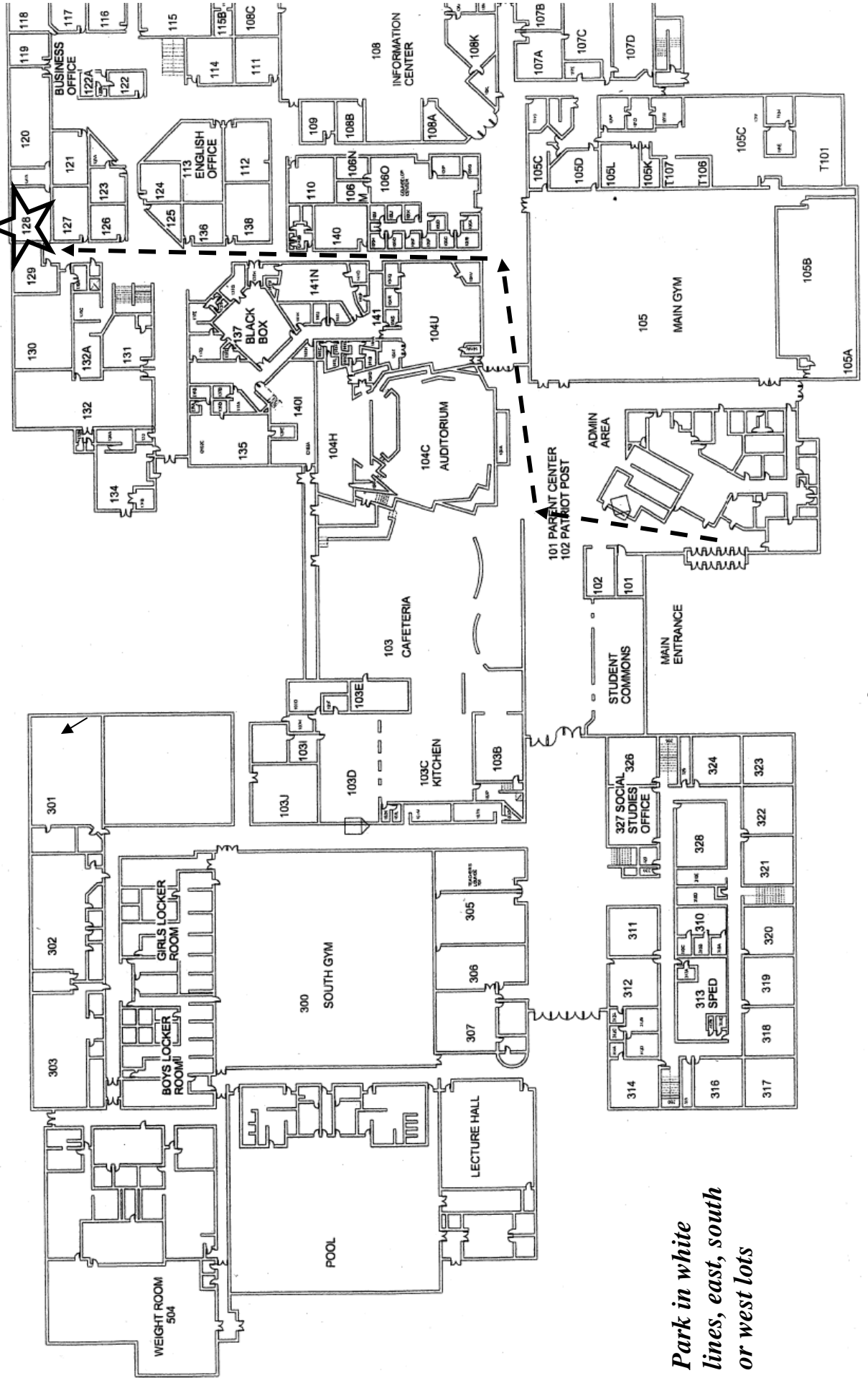
Culinary Skills Academy

Health Sciences Academy

Transportation, Distribution, Logistics Academy

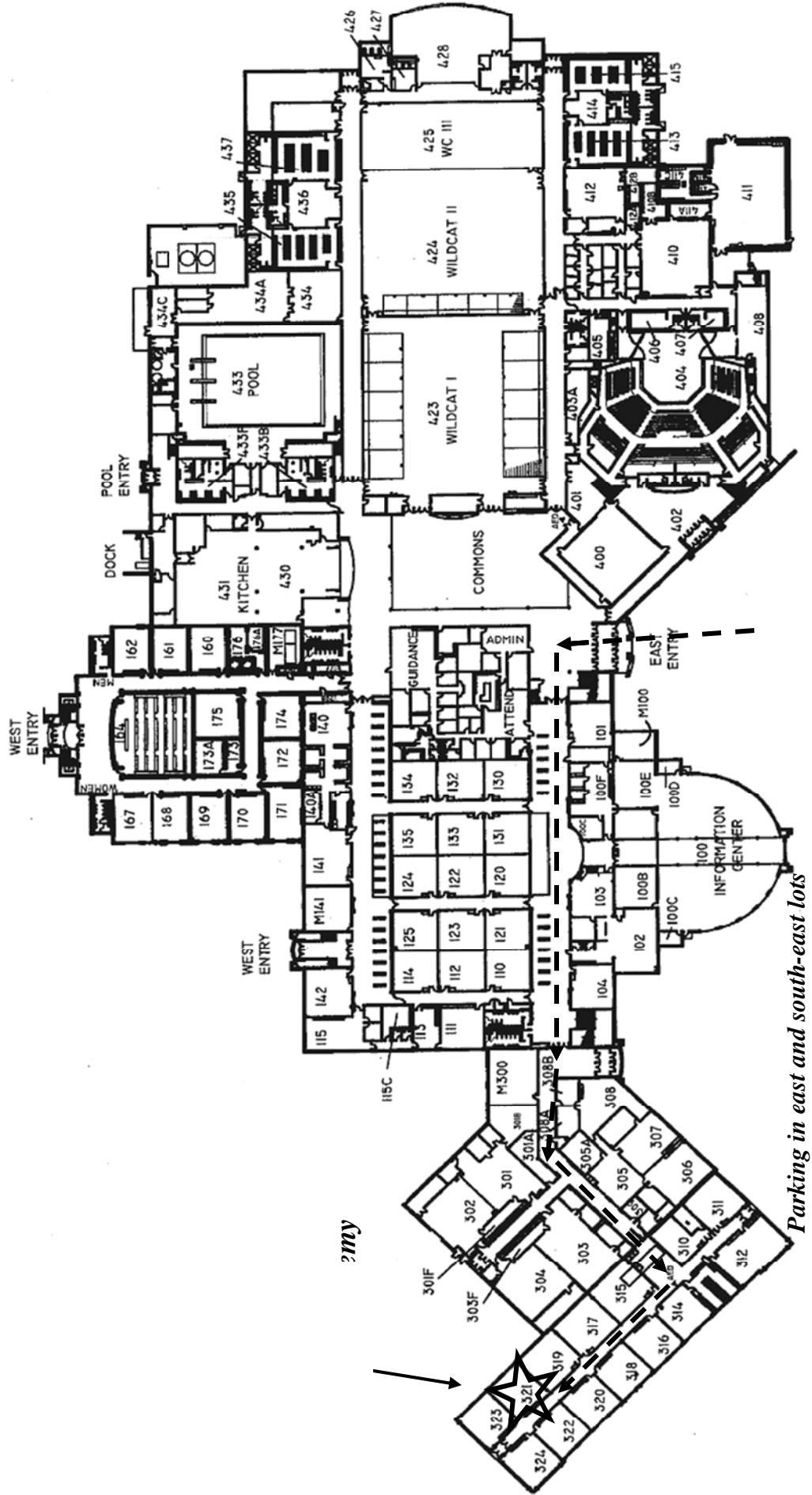
Millard South High School Lower Level

*Entrepreneurship
Academy*



*Park in white
lines, east, south
or west lots*

Millard West High School Lower Level



**MILLARD PUBLIC SCHOOLS
CAREER ACADEMY AND CAREER ACADEMY FIELD TRIP TRANSPORTATION GUIDELINES FOR HIGH SCHOOLS**
Please provide the information below and place an "X" in the appropriate box or boxes.

I/We, _____ (Printed first and last name) and _____ (Printed first and last name), parent(s)/legal guardian(s) of _____ (Printed first and last name),

Male Female Grade _____

consent and approve of the use of alternative transportation **provided by us, as the parents/guardians, for our daughter/son named above** to and/or from the career academy and/or career academy field trips and/or career academy events for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to and/or from the career academy and/or career academy field trip and/or career academy events.

consent and approve of the use of alternative transportation **provided by our daughter/son named above** to and/or from the career academy and/or career academy field trips and/or career academy events for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to and/or from the career academy and/or career academy field trip and/or career academy events.

consent and approve of the use of alternative transportation **provided by another parent for our daughter/son named above** to and/or from the field career academy and/or career academy field trips and/or career academy events for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to and/or from the career academy and/or career academy field trip and/or career academy events.

consent and approve of the use of alternative transportation **provided by another student for our daughter/son named above** to and/or from the career academy and/or career academy field trips and/or career academy events for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to and/or from the career academy and/or career academy field trip and/or career academy events.

consent and approve of the use of alternative transportation **provided by me/us or our daughter/son named above for other students** to and/or from the career academy and/or career academy field trips and/or career academy events for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to and/or from the career academy and/or career academy field trip and/or career academy events.

consent and approve of the use of alternative transportation of our daughter/son named above **provided by a Millard Public School employee or volunteer** to and/or from the career academy and/or career academy field trips and/or career academy events for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to and/or from the career academy and/or career academy field trip and/or career academy events.

I/We acknowledge that the vehicle used for alternate transportation shall carry insurance coverage on such vehicle in an amount equal to or greater than the minimum required by Nebraska law and that seat belts must be used by all occupants of the vehicle used for alternative transportation. I/We acknowledge that I/we must inform the school administration if and/or when the vehicle used for alternative transportation no longer carries insurance coverage on such vehicle in an amount equal to or greater than the minimum required by Nebraska law. I/We acknowledge that the school does not verify the licensure, driving records, or the insurance coverage of parents, students, district employees and volunteers, and/or vehicles used for alternative transportation of students to and/or from off-campus activities.

(Parent's/Legal Guardian's Signature) _____ (Date) _____ Accepted by: (School Administrator's Signature) _____ (Date) _____

(Parent's/Legal Guardian's Signature) _____ (Date) _____ If student is 19 years or older, student must also sign.

- This form applies to transportation to and from the career academy only. (Student's Signature, if age is 19 or older) _____ (Date) _____

- This form applies to career academy field trips only.

- This form applies to both transportation to and from the career academy and career academy field trips.