

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 which student will attend Career Academy courses

Millard North High School	Finance Career Academy
Millard South High School	Entrepreneurship Career Academy
Millard West High School	Education Career Academy
- Assigned High School: building where student attends courses outside of the Career Academy schedule and where they are able to participate in extra-curricular activities

Academy Schedule

	Monday	Tuesday-Friday
Start Time	12:30 p.m.	12:00 p.m.
Dismissal Time	3:04 p.m.	3:04 p.m.

Dismissal from assigned high school to travel to academy high school, meet bus at main entrance

	Monday	Tuesday-Friday
Millard North High	11:14	10:53
Millard South High	11:38	11:29
Millard West High	11:59	11:26
Millard Learning Center/Horizon High	11:36	10:53

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 MCC or UNO
1	93-100	A
2	85-92	B
3	77-84	C
4	69-76	D
5	0-68	F

Lunch

- Students will eat lunch at their assigned school before attending the academy.

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)
- Parents/legal guardians and students will provide transportation to the academy internship during the second year of the academy.
- 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.

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 yourself 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 Omaha. Dual enrollment is not required, but it is highly encouraged to experience the early college benefits of the career academies.

Representatives from Metropolitan Community college and the University of Nebraska Omaha will meet with academy classes to provide registration orientations during the first weeks of school. Registration forms will be due within two weeks of the orientation meeting. Students will have the option to submit a check along with the registration form or to receive a billing statement from Metropolitan Community College and/or the University of Nebraska Omaha.