



# Career Readiness Academy

Adrian Pearson, Principal

3702 Princess Place Drive, Wilmington, NC 28405 | Phone: 910-251-6161 Fax: 910-251-6022



## CAREER READINESS ACADEMY AT MOSLEY 2019-2020 BELL SCHEDULE

### Monday – Friday

1 <sup>st</sup> Block	9:00 – 10:07
2 <sup>nd</sup> Block	10:10-11:17
3 <sup>rd</sup> Block	11:20-12:27
Lunch	12:30-1:10
Advisory	1:13-1:45
4 <sup>th</sup> Block	1:48-2:55
5 <sup>th</sup> Block	2:58-4:05

### Half-Day Bell Schedule

1 <sup>st</sup> Block	9:00-9:40
2 <sup>nd</sup> Block	9:43-10:23
3 <sup>rd</sup> Block	10:26-11:06
4 <sup>th</sup> Block	11:09-11:49
5 <sup>th</sup> Block	11:52-12:30
Lunch/Dismissal	12:30-1:00

### DESIGNATED FRIDAY 1:00PM RELEASE DATES:

10.11.19    12.06.19,  
12.20.19    01.10.20,  
02.07.20    03.20.20,  
04.24.20    05.15.20

<https://bit.ly/2J3yzTQ>

2019-2020 Approved 12/12/18  
Traditional Calendar

<b>July 2019</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August 2019</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>September 2019</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October 2019</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November 2019</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December 2019</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>January 2020</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February 2020</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>March 2020</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April 2020</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>May 2020</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>June 2020</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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■ First Last Day of School   
 ■ Undesignated Teacher Workday   
 ■ Designated Teacher Workday   
 ■ Holiday  
■ Vacation Day   
 ■ Half Day for Students   
 ■ Interim Reports   
 ■ Report Cards  
■ Staggered Enrollment   
 ■ Spring Break





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## “Where Effort Meets Opportunity”

### Fast Facts

- ❖ The CRA at Mosley model is designed to increase student achievement and graduation rates, provide relevant job skills and credentials to students, and to increase sustainable partnerships with the local business community.
- ❖ All students participate in an Advisory/STAE class that is designed for them to be college or career ready upon graduation.
- ❖ The CRA at Mosley will follow the New Hanover County Schools traditional school calendar.
- ❖ All students must participate in a service learning project/volunteering.
- ❖ The CRA at Mosley conducts its own graduation ceremony.
- ❖ The CRA at Mosley is a choice school. Eligible students will be allowed to participate in athletics or extra-curricular activities associated with NHHS.
- ❖ Transportation to and from the CRA at Mosley will be provided by the New Hanover County Schools Bus Transportation system. Parking decals must be purchased for students who wish to park their personal vehicles on campus.
- ❖ The CRA at Mosley is also home to the Transition Program for Young Adults (TPYA) AND CRA PRE K CENTER.

### VISION

Providing students the knowledge and business experiences necessary to move successfully into post – secondary and career opportunities.

### MISSION

The mission of the Career Readiness Academy Mosley is to provide students with tools related to practical knowledge and proper communication necessary to have an immediate and competitive edge entering an institution of higher learning and/or the workplace market.





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## **BELIEFS**

The CRA at Mosley is committed to graduating students from high school by creating a nurturing environment. The following are our guiding beliefs:

- We will continuously provide every opportunity for student success.
- We believe that students must take responsibility for their behavior and academic achievement.
- We believe that personal and professional growth is necessary for teacher success.
- We believe that the faculty and staff must earn and foster respect from students.
- We believe that every student is capable of being a productive citizen.
- We believe that building positive relationships with parents is crucial to the success of our students.

## **MAJOR GOALS OF THE CAREER READINESS ACADEMY**

- Expose all students to hands-on, community-based work experiences, aligned to their career and post-secondary goals.
- Graduate all students with both a High School Diploma and at least one portable, nationally-recognized industry credential.
- Consistently use data to differentiate instruction and ensure optimal success of all students.
- Offer Student cohorts the opportunity become **NAF TRAK Certified**

## **Student Expectations**

- Career-Technical Education will be integrated throughout core content areas and the focus on increased community partnerships will allow more hands-on experiences for students, such as job shadowing and internships.
- Attend a non-traditional school that incorporates a blended learning format of instruction.
- Maintain attendance at a rate of 95 percent or higher
- Follow all guidelines and rules of the CRA and NHCS.





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- Participate in community service activities
- Adhere to uniform guidelines of the CRA.
- Adhere to electronic device guidelines of the CRA and NHCS
- Meet the North Carolina and NHCS graduation requirements in order to receive a diploma.

## Student Road Map to Success

The Student Road Map to Success is intended to outline a student's progression through the CRA.

The process begins with a student's referral into the program and continues through intake, scheduling academics and partnering with a mentor.

The end result of this map is not limited to graduation, but includes a career and/or college focus.

Service learning and soft skills are integral parts of the student's learning process at the CRA. These two components are not separate pieces of the CRA; they are intended to be a continual focus during the instructional day.

## Code of Professionalism

The CRA at Mosley's primary goal is to educate, not to punish. However, when the behavior of an individual student comes into conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the CRA as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Professionalism.

The environment of the CRA at Mosley is professional and businesslike. Therefore, students are expected to conduct themselves in a professional manner. When discipline is necessary, the degree of discipline to be imposed by the CRA staff will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors.

Some unprofessional behaviors that are **NOT** permitted include, but are not limited to:

- Usage of electronic devices such as cell phones, MP3 players, iPods during instructional time
- Fighting
- Classroom disturbances
- Defacing/damaging CRA property
- Use of profanity
- Disrespect towards staff, faculty, or other students



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- Possession of a weapon or look-alike weapon of any type
- Possession of drugs or drug paraphernalia
- Any violation of the NHCS Code of Conduct (refer to New Hanover County website link: <http://www.nhcs.net/policies/series8000/8410.pdf>)
- Possession of tobacco products/smoking on campus
- Dress code violations

## **PARENTAL RESPONSIBILITY**

- Complete parental contract to be kept on file with administration
- Strongly encouraged to visit the CRA to check on progress of their child
- Encouraged to become involved and to volunteer in all activities of the CRA
- Communicate with CRA staff at every opportunity
- Attend regularly announced conferences with staff
- Attend Open House and other school activities (Parent Night, Awards Night, and Graduation Project Presentations)
- Notify school if contact information changes

## **CHILD ABUSE AND NEGLECT**

It is mandated by law that all school personnel must report any suspicion of child abuse and/or neglect to the Department of Social Services. It is the agency's responsibility to investigate and determine if abuse and/or neglect has occurred.

## **LOST AND DAMAGED BOOKS/MATERIALS**

Students are responsible for any textbooks and materials issues to them. Students will be expected to pay any loss or damage. Students cannot graduate nor receive transcripts until **ALL** financial responsibilities are taken care of.

## **TELEPHONE MESSAGES FOR STUDENTS**

Telephone messages will **NOT** be delivered to students in class except in cases of **EXTREME EMERGENCIES**.

## **CELL PHONE POLICY**

Students are **NOT** permitted to use cell phones during instructional time (New Hanover County Board Policy 8431)

## **STUDENT VISITORS**

Student visitors are not allowed on the CRA at Mosley PLC campus. Students are never to invite or bring anyone to the campus to spend the day or part of a day. This rule is made for the safety and well-being of all students.



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## STUDENT MEALS

All students will eat in the cafeteria or outside, and will eat the meal provided by the school lunch services or home. Each student is expected to clean up after himself/herself at meals. All disposable items must be placed in the garbage and the eating area left clean. **No food or drink is allowed in the classrooms.**

*\*Please note, under no circumstances are students to leave campus to eat lunch or get lunch to bring back to campus. (This includes parental notes to leave campus) Doing so is in violation of NHCS Board Policy 8230 and is subject to disciplinary action in accordance with Policy 8410.*

## Code of Conduct

### EXPECTATIONS AND GUIDELINES FOR STUDENT BEHAVIOR

All students at Career Readiness Academy at Mosley (CRA) have a right to learn in a safe and orderly environment. All teachers at the CRA have the right to teach without the disruptions caused by students making inappropriate choices. To strengthen the educational program at CRA, it is expected that students practice self-discipline at all times and remember that they are always expected to follow the directives given by any CRA faculty, staff, or administrative person unless the directive imposes immediate danger to the student. Disturbances or distractions that interfere with the teaching-learning process will not be tolerated. We deem this necessary to adequately prepare students for college and the world of work. Based on this philosophy, the expectations below are required for educational success and to move forward with job shadowing, internships and Career College Promise:

- Students will respect themselves, others and school property
- Students will come to school prepared and ready to learn
- Students will take responsibility for their learning and actions
- Students will follow all specific classroom rules and procedures as well as those rules and procedures in the school and county handbooks

All teachers will establish, communicate, classroom expectations so students and parents understand the expectations for that class. Those expectations will be shared orally to students and in writing for parents during the first week of each semester. Teachers will handle disciplinary matters with students and their parent(s) unless the offense is serious enough to warrant an immediate referral to the office. If a student is referred to the office, the administration will be responsible for the disciplinary action and will communicate decisions made to the student, his/her parent, and the referring teacher(s).

The General Statutes of the State of North Carolina state that the principal shall have the authority to exercise discipline over the pupils of the school. In accordance with those statutes, the principal shall exercise that authority and take



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necessary action to insure a safe and orderly school. Any student found in violation of student behavior guidelines (at school, on a school bus traveling to or from school or to or from any school function or activity) is subject to assignment to after-school detention, or suspension from school on a short-term (10 days or less), recommendation for long-term (remainder of the semester/year), or permanent basis. Action will be taken in accordance with the policies described below. The school administration will involve law enforcement officials when necessary and report such incidents to the superintendent. The school administration will notify parents of disciplinary actions.

## **Out-of-School Suspension**

Out-of-school suspension is used as a last recourse for violations of law, Board of Education policy, repeat offenders, or when the student's behavior is disruptive to the education and safety of other students. A student will be recommended for long-term suspension from the Career Readiness Academy when the student has repeatedly violated the rules and policies of the school. Parents of suspended students will be notified by phone if possible, and also by letter. Suspended students may not participate in any extra-curricular activities, be on school grounds, or attend any school functions at or away from the Career Readiness Academy during the suspension.

## **Lunch Detention:**

Lunch Detention will be served during the 40 minutes of the Lunch period. Students who fail to immediately report to their assigned lunch detention will receive further consequences. Students will eat their lunch during the detention at designated location.

## **Code of Conduct**

- Consequences for behavior violations can include, but are not limited to: administrative conference, detention, loss of privileges, community service, out-of-school suspension, long-term suspension, expulsion, restitution.
- Long-term suspension: A student may be recommended to the superintendent for a long-term suspension for serious or repeated violations of the student code of conduct. In lieu of long-term suspension, students may be reassigned to an Alternative Learning Program.
- Law enforcement will work in conjunction with the administration when necessary.
- Expulsion: The Board of Education may expel a student who is at least fourteen years old and whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees.



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- Students may fall back a level after 30 consecutive school days without any referrals.
- **Behavior violations that do not fit into our level of consequences will be handled on an individual basis.**
- **Please be advised that neither this handbook nor the New Hanover County Discipline Handbook is all-inclusive. Incidents cited will be dealt with according to federal, state, and local policies and laws.**
- **The NHCS Policy Manual may be found at: <http://www.nhcs.net/policies/policymanual.htm>**

## DISCIPLINARY POLICY AND CONSEQUENCES

### LEVEL I VIOLATIONS

Classroom Level: Teachers will handle minor violations that occur in the classroom according to classroom rules and expectations, which have been posted and reviewed. These behaviors should be handled by the teacher, and should not be an office referral until student and parent conferences have taken place.

Inappropriate behaviors include, but are not limited to:

- Classroom Disruptions (minor)
- Eating or drinking in class
- Excessive talking/noise
- Failure to follow classroom rules/procedures
- Grooming in class
- Inappropriate language (minor)
- Not prepared for class
- Off task behavior, including sleeping in class
- Inappropriate use of electronic devices during instructional time
- Dress Code
- Tardy

### CONSEQUENCES:

- 1<sup>st</sup>: Follow Classroom Consequence Continuum**
  - Verbal warning
- 2<sup>nd</sup>: Follow Classroom Consequence Continuum**
  - Student individual conference
  - Notify advisor (optional)
- 3<sup>rd</sup>: Follow Classroom Consequence Continuum**
  - Student individual conference
  - Notify advisor
  - Parent phone call
  - Peace-maker intervention (if necessary)





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- 4th: Follow Classroom Consequence Continuum**
- Request parent conference
  - Notify advisor
  - Peace-maker intervention (if necessary)
- 5th: Becomes a Level II Violation**
- *Follow Level II Consequence Continuum*
  - Complete an administrative referral
  - Notify advisor
  - Notify parent
  - Peace-maker intervention (if necessary)

## LEVEL II VIOLATIONS

Violations of the following Policies will result in an Administrative Referral and possible suspension up to ten (10) days:

- Disruptive Behavior:
  - Forgery
  - Gambling
  - Inappropriate Literature/Illustrations/Comments
  - Public Display of Affection
  - Symbols of Gang Affiliation (also confiscated)
  - Verbal Abuse/Disrespect (profanity)
- Refusing to follow teachers directives
- Loitering/Being in an unauthorized area (Student will be subject to search)
- Possession of Tobacco Products (**Items confiscated & discarded**)
- Possession of E-Cigarettes (**Items confiscated will only be returned to a parent or guardian after the last day of school for the year. Items not claimed by August 1 of that year will be discarded.**)
- Skipping class or school
- Technology violations (May also result in loss of internet privileges at school)

**CONSEQUENCES: Disciple policies subject to principal's discretion  
(Failure to adhere to assigned consequence becomes a Level III Violation)**

- **1<sup>st</sup> Violation: Lunch Detention, 1 day**
- **2<sup>nd</sup> Violation: Lunch Detention, 2 days**
- **3<sup>rd</sup> Violation: After-school Detention and Letter Home**
- **4<sup>th</sup> Violation: OSS, 1 day**
- **5<sup>th</sup> Violation: OSS, 3 days and Referral to the School Disciplinary Committee and Student Success Contract**



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**For each Violation the teacher is to:**

- **Contact Parent**
- **Contact Advisor**

## **LEVEL III VIOLATIONS**

Violations of the following New Hanover County Schools Code of Student Conduct may result in Out of School Suspension for up to ten (10) days and possible long-term suspension:

- Arson
- Bullying (including Cyber-bullying), Harassment, and Discrimination
- Disruption of the Learning Environment
- Extortion or Hazing
- Indecent Exposure
- Non-Compliance with Directions of School Personnel (Insubordination)
- Physical and/or Verbal Abuse (Fighting)
- Possession of Weapons and Dangerous Instruments, including look-alike weapons
- Possession, Transmission or Use of Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, or Drug Paraphernalia
- Sexual Misconduct
- Theft, Damage, Vandalism
- Threatening School Personnel
- Trespassing
- Use of Tobacco Products on Campus

**CONSEQUENCES: Violations may result in Long-Term Suspension.**

- **1<sup>st</sup> Violation: OSS 3-5 Days**
- **2<sup>nd</sup> Violation: OSS 10 Days & Recommendation for Long-Term Suspension**

**For Violations falling within Levels I-III, Supervised Campus Community Service and Restitution may be used as a consequence in addition to or in lieu of the prescribed consequence. This must be approved by the principal.**



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## LEVEL IV VIOLATIONS

Violations of the following New Hanover County Schools Code of Student Conduct will result in a mandatory 10 day suspension and a recommendation for Long-Term Suspension:

- Possession of a weapon, destructive devices, or other dangerous instruments or substances on any school property, including vehicles
- The possession, manufacture, sale, or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the General Statutes.
- A second offense involving usage and/or possession of controlled substances, narcotics, alcoholic beverages, stimulant drugs, and related paraphernalia, or any violation of the NC Toxic Vapors Act
- Rape, sexual offense, or sexual assault
- Sexual Harassment
- Making a bomb, terror threat, or hoax
- Battery involving a weapon or causing serious injury
- Any other serious conduct that indicates that the student is a danger to other students or staff, or where there is a significant risk that the student will be a danger to other students or staff

**CONSEQUENCES: Violations of the above NHCS Policies shall result in 10 days OSS and recommendation for Long-Term Suspension for the remainder of the school year.**

## LEVEL V VIOLATIONS

Violations of the following New Hanover County Schools Code of Student Conduct may result in Expulsion from school for 365 days:

- Possession of or bringing a firearm or destructive device on educational property or to a school sponsored event off educational property

## LIFELONG GUIDELINES

Eight brain-compatible components are instrumental in guiding students at the CRA: absence of threat, meaningful content, choices, adequate time, enriched environment, collaboration, immediate feedback, and mastery (application). In addition, behavioral guidelines, called Lifelong Guidelines, are emphasized. These are trustworthiness, truthfulness, active listening, positive interactions (no put-downs) and personal best. These guidelines align with current brain research and are implemented at the CRA. CRA students should adhere to these guidelines and make every attempt to develop the personal and interpersonal skills necessary to make these guidelines a reality.



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**TRUSTWORTHINESS** – To act in a manner that makes one worthy of confidence.

**TRUTHFULNESS** – Telling the truth about personal responsibility and mental accountability.

**ACTIVE LISTENING** – Listening with intention means more than just hearing the words.

**NO PUT-DOWNS** – A put down is a way of saying, “I am better than you, richer than you, smarter than you, and have more options than you. Your position in this setting is lower than mine.”

**PERSONAL BEST** – Doing one’s best at all times.

This code of conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function, or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system;
- In private vehicles should special permission be given by the school to utilize such vehicles to travel to and from school activities.

**The school and the law:** Any unlawful act that takes place on school grounds or school buses makes the student subject to penalties that the court may prescribe and may result in suspension or dismissal from school.

**Uniform policy:** All students must be in proper uniform at the time they arrive on campus, and remain that way until they leave. (See CRA Dress Code)

## **Procedures (Definition of terms and basic information):**

**Suspension:** Suspension is the removal from school.

**Searches:** Students and/or student property (which include vehicles) are subject to searches if there is reason to believe that drugs, alcohol, stolen property or other contraband might be present. Searches will also be conducted for students re-entering for any unauthorized reason.



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**Lunch Detention** – Students may be required to serve lunch detention for various rule infractions. Students will be able to get their lunch and report to the designated area to serve the detention.

**House Bill 1032:**

<http://www.dpi.state.nc.us/docs/schoolsafety/reports/reporting/hb1032lea.pdf>

## DRESS CODE

**The CRA has been established as a business-like environment. Students who violate the dress code will be asked to return home, dress appropriately and return to school. Repeated violations will result in disciplinary action.**

- 1. Students must be in proper attire at the time they arrive on campus, and remain that way until they leave. Apparel will not display vulgar language, ideas, or pictures. Gang related attire is not allowed.**
- 2. Slacks / Pants, Shorts, skorts, Jumpers (Khaki, Navy Blue, Black, or Grey)**
  - Traditional waist length pants, and Capri pants,
  - Knee length skirts /skorts/shorts
  - Pants/shorts must fit at waist and not sag below waist
  - No cut-offs or rolled-up cuffs permitted
  - **Belts are required for men (No metal belts)**
- 3. Shirts & Sweaters**
  - All students must wear a CRA or Mosley logo at all times.
  - Sweat shirts are not allowed (unless they have Mosley logo)
  - Shirts should not be covered by any other clothing, including jackets while in class.
  - Shirts should not be altered in anyway (tying shirt tail or clipping shirt tail.)
- 4. Headgear**
  - Caps, hats, wraps, “do-rags”, scarves and headbands are not to be worn in building.



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## 5. Hygiene

- All students are expected to be well-groomed, clean and neat at all times.
- Personal hygiene products are available at the office as needed.

## 6. Shoes

- No bedroom slippers

**The Principal has the final say on any questions concerning the dress code. Parents/students, who are unable to adhere to the dress code due to financial hardship, please make an appointment with the principal to discuss other options. Questions please see the [NHCS Dress Code Policy](#).**

## Attendance

The students at the CRA have an opportunity to earn credits by completing academic or elective courses. In order to earn course credit, daily attendance is crucial.

1. When a student must miss school, the parent/guardian is encouraged to inform the school of the absence before 9:00 AM. This does not necessarily excuse the student of the absence.
2. Teachers are expected to personally account for attendance in their classes. Attendance shall be taken for each class period. Teachers are responsible for the documentation of student attendance. The attendance office will complete absence reports for each student, keep documentation of lawful/unlawful absences, and report this information to teachers, the administration, and parents. If a student fails to bring a note, the absence may be deemed unlawful.
3. Students must be in attendance at least 45 minutes of class (15 minutes of Advisory) to receive attendance credit; however, habitual early checkouts (three (3) or more in the same class) will be addressed by the administration. Each high school shall establish protocol to address late arrivals and early departures.
4. Students are expected to make up all missed assignments.
5. Extended absences should be reported to administration. The student may be placed on an attendance contract and failure to adhere to the contract may result in enrollment being rescinded.



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6. When necessary, students must bring notes explaining absences that are signed or endorsed by the appropriate official or agency.
7. Students must be checked out by a parent/guardian when leaving campus. **Students may not sign themselves out, regardless of age.**

Teachers will make an extra effort to counsel and encourage students to improve attendance and academic performance.

## **Student Check-in/Check-out**

### **Check-In Procedure**

**ALL** students who arrive after 9:00am will report to the front office to check in and be issued a printed slip using the Ident A Kid computer or from the front office staff.

In the event that a bus is late, the front office administrative assistant will announce the late bus and allow students to attend late breakfast. Students who drive or are dropped off by parents will be counted tardy to class if they arrive after 9:00am. ALL students should be on campus by 9:00am to avoid being counted as tardy.

### **Check-Out Procedure**

**ALL students regardless of age shall be checked out of school by a Parent/Guardian unless the student is legally emancipated.**

A Parent/Guardian wishing to check a student out of school should come in and check the student out. Students shall remain in the classroom until they are called out by the front office staff. Students will only be released to a parent/guardian or those who are included on the student's check out list. In the event a student is riding with someone else to leave school, or the student wishes to check out, the parent/guardian should call the school and speak with the front office administrative assistant, administration, or school counselor to confirm that the student has permission to leave campus. Students who leave without permission will be considered skipping school and will be disciplined accordingly.

To ensure student safety and accountability, the Administrative Assistant will make contact with the Parent/Guardian to verify students have permission to leave school if a parent is unable to come in or does not call the school. Once permission has been verified, the student will sign the sign-out sheet and the administrative assistant will document that parent permission was given.



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## SAFE SCHOOLS PLAN

### Goals & Objectives

1. To foster a climate reflective of a safe and orderly environment.
2. To review the NHCS Code of Conduct Handbook with each student at the beginning of the school year and when enrolling at the CRA.
3. To ensure that an average of 95% of the student body at the CRA feels safe at school, can identify and know the purpose and consequences of the NHCS Code of Conduct Handbook and feel that students are well behaved at school.
4. To ensure that teachers are standing in front of their classroom door or at their designated area 100% of the time. No classrooms should be left unattended. Classrooms should be locked when not in use.
5. To ensure that administrators and campus security regularly monitor hallways and other areas of campus.
6. To develop and implement safe and effective lockdown procedures and evacuation plan.
7. To identify and establish interventions for disruptive students.
8. To teach our students basic conflict resolution methods.
9. To receive 100% on all NHCS Safe School Inspections

### FIRE DRILLS

There will be monthly fire drills. Students must exit the building in a single-file, silent line. Classes line up at the assigned assembly area and teachers must take roll. Students are to remain in a single-file silent line until the “all clear” is sounded, and then they are to return to the classroom in a single-file silent line. Refer to the classroom map for fire exits and assembly areas.

### LOCKDOWN

Should a dangerous situation arise on campus or in the nearby community, Mr. Pearson (or his designee) will make the determination to go into a “LOCK DOWN.” An announcement will be made over the intercom **“at this time we will go into lockdown procedures.”** All students in hallways and restrooms should **immediately** return to the closest classroom to their location.





# Career Readiness Academy

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Classes/students in the Cafeteria should remain there. In the Cafeteria, students should get under the tables in the middle of the room. Refer to the classroom map for assembly areas.

## **SHELTER IN PLACE**

Other instances may warrant actions by Law Enforcement Officers and/or school officials which call for a “shelter-in-place” in which teaching and other ordinary activities continue inside the facility with the exception of moving outdoors due to a possible situation in the vicinity of the school or facility (outside doors are secured and movement within the facility is limited).

## **SEVERE WEATHER / POWER OUTAGE**

### **Tornado Drill**

Students are to line up along an interior wall (in a room if possible, if not then in hallway immediately outside room, away from windows). Students will adopt the safety position kneeling with head down and covered with arms.

### **Power Outage**

When a power outage occurs, students should remain in the classroom. No class changes will happen during an outage. Students should not be in the halls for any reason.

## **BOMB THREAT**

The following guidelines are based on recommendations from the Bureau of Alcohol, Tobacco and Firearms, U. S. Department of Justice’s Office of Community Oriented Policing Services and the Federal Bureau of Investigations. These guidelines dictate how NHCS will handle a Bomb Threat incident.

However, these guidelines do not dictate how Law Enforcement will investigate a Bomb Threat incident. When a school is faced with a Bomb Threat incident, the school’s SRO/Law Enforcement shall be contacted and law enforcement will determine the appropriate criminal investigative actions to be taken and shall prepare a report on all incidents, listing the appropriate charge (Bomb Threat, Communicating Threats, Disruptive Behavior, etc.)



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The FBI has classified Bomb Threats into three categories, Low Level, Medium Level, and High Level.

1. **Low Level**

- Threat is vague and indirect.
- Information contained with the threat is inconsistent, implausible or lacks detail.
- Threat lacks realism.
- Content of the threat suggest person is unlikely to carry it out.
- Threat is made by young child (ren) and there is laughter in the background.
- The caller is definitely known and has called numerous times.

2. **Medium Level**

- Threat is more direct and more concrete than a low-level threat.
- Wording in the threat suggest that some thought to how the act will be carried out.
- There may be a general indication of a possible place and time (though these signs still fall well short of a detailed plan).
- There is no strong indication that the individual giving the threat has taken preparatory steps, although there may be some veiled reference or ambiguous or inconclusive evidence pointing to the possibility-an illusion to a book or movie that show the planning of a violent act, or a vague, general statement about the availability of weapons.

3. **High Level**

- Threat is direct, specific and plausible for example, “Threat suggest concrete steps have been taken toward carrying out, for example, statements indicating that the individual that issues a threat has acquired or practiced with a weapon or has had the intended victim under surveillance.



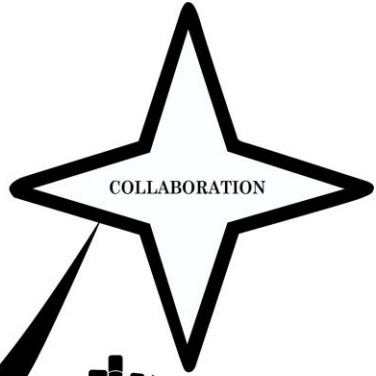
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CRITICAL THINKING



COLLABORATION



INNOVATION



PROFESSIONALISM





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