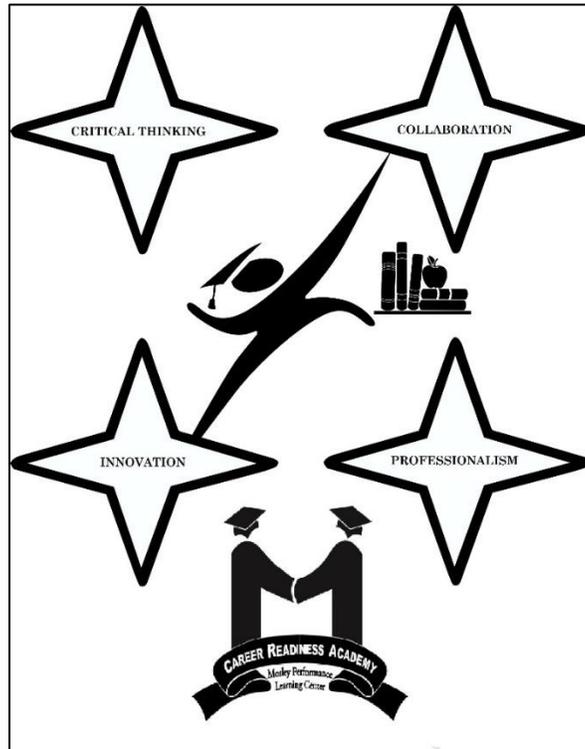


Career Readiness Academy at  
Mosley  
FACULTY HANDBOOK  
2020 - 2021



3702 Princess Place Drive

Wilmington, NC 28405

(910) 251- 6161

Principal: Mr. Adrian Pearson





# Career Readiness Academy

Adrian Pearson, Principal

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## PROGRAMS

### **CAREER READINESS ACADEMY AT MOSLEY – ACADEMY OF FINANCE (AOF)**

- The Career Readiness Academy at Mosley (High School Program) is an Academy of Finance (AOF) with the National Academy Foundation (NAF) network. This partnership with NAF includes Career-Technical Education integrated throughout core content areas as well as increased community partnerships, allowing more hands-on experiences for students, such as job shadowing and internships.
- The major goals of the Career Readiness Academy are to: expose all students to hands-on, community-based work experiences, aligned to their career and post-secondary goals; ensure that all graduating students have 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.

### **CAREER READINESS ACADEMY AT MOSLEY - TRANSITION PROGRAM FOR YOUNG ADULTS (TPYA)**

- The Transition Program for Young Adults (TPYA) is a community-based program with three community sites. This program, implemented since 1997, focuses on exploring the many facets of living and working in our local community. TPYA provides the opportunity for students to learn, maintain and generalize skills to the real world and to assist them in achieving their personal maximum level of independence as they transition from school to adult life. Because of TPYA's community-based focus, students have the opportunity to practice many skills daily such as paying bills, making a bank deposit, getting a haircut, purchasing groceries, etc., in settings where they would naturally occur. Students also have extensive opportunities to practice decision-making, problem-solving, goal setting, personal choice-making and self-advocacy skills.

### **CAREER READINESS ACADEMY AT MOSLEY - e- ACADEMY**

- The e- Academy @ Mosley is designed to support students who have been accepted and show a level of commitment to complete coursework via NCVPS access in their homes. These students are monitored onsite and have periodic check-ins and meetings with families to assess progress.

### **CAREER READINESS ACADEMY AT MOSLEY - Pre- K Center**

- New Hanover County Pre-Kindergarten is committed to establishing a foundation of learning by inspiring, guiding, and teaching the children in or program while serving their families and the community. We believe that all children have individual worth and can succeed in the 21<sup>st</sup> century when given a positive foundation of learning.



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## NHCS Notice of Nondiscrimination (2020-2021)

In compliance with federal law, New Hanover County Schools administers all state-operated educational programs, employment activities, and admissions without discrimination because of disability, race, religion, national origin, ethnic origin, color, age, or military service and provides equal access to the Boy Scouts and other designated youth groups.

New Hanover County Schools does not discriminate on the basis of sex in its educational programs or activities and is required by Title IX of the Education Amendments Act of 1972 (Title IX) and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. The board will not tolerate discrimination on the basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any of the school system's educational and employment activities and programs.

The board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations. The contact information for the Title IX coordinator is:

Title IX coordinator

6410 Carolina Beach Road, Wilmington, NC 28412

titleix@nhcs.net

(910) 254-4200

Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.



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## STUDENT CHECK IN/CHECK OUT

### **CHECK IN PROCEDURES**

**ALL** students who arrive after 9:00am will report to the front office to check in and be issued a pass from the kiosk, which they will then take to their 1st block teacher.

In the event that a bus is late, the front office administrative assistant will announce the late bus and allow the students to eat during late breakfast. Students will receive a late bus pass from on-duty staff upon their arrival. 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 participate in Morning Motivation/Announcements and to avoid being counted as tardy.

### **CHECK OUT PROCEDURES**

**ALL students, regardless of age, shall be checked out of school by a parent or guardian unless the student is legally emancipated.** A parent/guardian wishing to check a student out of school should come in and sign the student out. The student will then be called to leave school. Students will not be allowed to leave the classroom until they are called for 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 check out and the administrative assistant will document that parent permission was given.



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## **STAE (Striving to Achieve Excellence)**

The purpose of STAE is to offer students a structured, intentional, and productive session with their teachers, stakeholders and peers. STAE is a 1 credit, year-long, mini-course to help students balance their academic life with their future goals. With student success in mind, the Advisor will facilitate lessons on time management, study skills, college and career readiness, self-advocacy, goal setting, professional communication, grade calculation and establishing learning groups 2 times per week. STAE will also be a time where students can prepare for the ACT, SAT or the Accuplacer entrance exam for Cape Fear Community College or hear guest speakers. This time is regularly structured, although there will be coordinated study group times 2 times per week which can also be used for tutorial if needed. The STAE teacher will also meet with their advisees at least once every two weeks during the marking period to discuss their grades and academic progress with them, as well as any concerns students may have about their courses. The STAE teacher is the “first stop” for any issues that may present themselves throughout the year.

## **LESSON PLANNING**

Lesson plans are to be submitted for two weeks at a time using the online platform Planbook. These plans should outline techniques and strategies for student instruction utilizing the North Carolina Standard Course of Study goals and objectives for your particular course. Lesson plans must reflect CTE integration, interdisciplinary planning, high time on task, and utilize a variety of effective instructional strategies as well as technological integration. Differentiated instruction to meet student needs should be a focus. Teachers will also provide a printed copy of that week’s plans on your door as well as a daily agenda for students that displays your objective, essential question and any CTE components that will be addressed in that class.

## **LESSON PLANS FOR SUBSTITUTES**

Detailed lesson plans are required for each day a teacher is absent from the classroom. Lesson plans must be available for the substitute as soon as he/she arrives in the classroom to allow sufficient time for lesson plan review. All materials should be previously prepared in the supplied substitute binder. A substitute teacher must have access to your class schedule, class roster, lunch schedule, and emergency procedures. This information should be kept in a very visible location and/or easily accessible location. Plans include any student emergency information and procedures for emergencies and drills. Office staff must know the location of substitute lesson plans in the event that an emergency situation occurs. Please also have emergency plans available and update them regularly.



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## **GRADING PRACTICES**

It is the belief of the Career Readiness Academy at Mosley that all students will be graded fairly and consistently on work submitted. We also believe in grading in the best interest of the student.

## **END OF GRADING PERIOD PROCEDURES**

The beginning and end of each grading period is designated by the NHCS Board of Education. Grading of **ALL** assignments for 1st semester is close of business (4:00 pm.) on Friday, January 24, 2020 and for 2nd semester is the close of business (4:00 pm.) on Thursday, June 11, 2020. No student work shall be accepted after the grading period ends.

## **GRADING SCALE**

All students are now assessed on a ten-point grading scale. The scale is listed below:

- A (90-100) 4.0 points per unit
- B (80-89) 3.0 points per unit
- C (70 - 79) 2.0 points per unit
- D (60 - 69) 1.0 points per unit
- F (below 60) 0.0 points per unit

## **COMMITTEES/TEAM MEETINGS**

NC STAR / SIT/Faculty Meeting ( As listed in NC STAR)

2nd Wednesday of the month = Student Support Team/Discipline, Safety, and Social Committees (as needed)

3rd Wednesday of the month = Alternate Faculty Meeting (as needed) @ 4:15 pm.

4th Wednesday of the month = Professional Development (scheduled if needed)

2nd & 4th Thursdays of the month = CRA Team Meeting @ 8:15 am/ NC STAR / SIT. (AS NOTED IN NCSTAR)

## **PARENT CONFERENCES/CONTACTS**

Parent conferences are expected on a regular basis for students who are exhibiting difficulty in their class (es) or if there is a need to discuss behaviors. Advisors/Teachers are advised to contact parents for conferences and notify ALL faculty members of the time and location of the conferences. Teachers may choose to meet with the parents individually or collectively as a team. Administration should be notified of each parent conference.



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Advisors are expected to make contact with each student's parent/guardian coinciding with interim reports (at least every 3 weeks or as needed) to discuss academic and behavioral progress. Each contact should be documented.

Teachers are expected to input attendance daily into PowerSchool. Teachers are also expected to input/update grades in PowerSchool at least weekly, as parents and students have access to their grades.

## CLASSROOM MANAGEMENT ASSISTANCE/ CODE OF CONDUCT

- Post expectations
- Establish classroom routines
- Closely monitor work with effective feedback (specific, immediate, and constant)
- Consistently acknowledge the positives
- Get students attention by speaking calmly not in an elevated tone.
- Give students choices when applicable
- Do not address issues in a threatening or challenging manner
- **REMEMBER YOU ARE THE ADULT ---**

## MEDICATIONS

The Career Readiness Academy at Mosley aligns with district expectation; to ensure safe administration of medication to students. If a child must have medication of any type, including over-the-counter drugs given during school hours, parents have the following options: 1) Parents may come to school and give the medication to the child at the appropriate time. 2) Parents may obtain a copy of a Request for Medication Administration In School form from the school nurse or front office staff for the child's physician to complete and sign. This form must be completed by the physician for both prescription and over-the-counter medications. Prescription medications must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over-the-counter medications must be received in the original container and will be administered according to the physician's written instructions. 3) Self-medication: In accordance with G.S. 115C-375.2 and G.S.115C-47, students requiring medication for asthma, anaphylactic reactions, or both, and diabetes may self-medicate with a Request for Medication Administration in School form and a Student Agreement for Self-Carried Medication form. If you have any questions about the policy, or other issues related to the administration of medication in school, please contact the school nurse.

## LOCKDOWN PROCEDURES

In the event of an intruder on campus or an incident that occurs in the surrounding neighborhoods, a campus lockdown will be enacted. The administrator or the front office staff will announce over the PA "Teacher please enact lockdown procedures". At that time ALL staff will cease all instruction and/or activities and follow lockdown protocol. The lockdown procedure whether it is real or practice should be taken seriously.



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**TEACHERS:** Direct students to an area of the room that is out of view of any intruder that could walk past the room. Students should be SILENT during the entire lockdown.

## THE EMERGENCY CARD COMMUNICATION SYSTEM

The Emergency Card Communication System has been developed to improve communication during a crisis event. The card communicates to law enforcement or other emergency responding agencies the status of students and staffs in that particular area/room. Completely cover door windows.

RED CARDS will be used to communicate that emergency assistance is needed as soon as possible. If this is needed, the teacher/staff member will display a RED card in the exterior window and attach a RED card in the door window with arrows facing inward to signify beginning and end point of room.

\*If a room has multiple doors, cards should be displayed for each door.

\*The cards should be of 8 ½" X 11" sheets of paper and contain the room number and an arrow..

If there are students in the hallway during the lockdown, they should report to the CLOSEST classroom and remain there until the lockdown is over. Please send a group email to all staff stating that everyone is accounted for and also if you have picked up any extra students.

**CUSTODIAL STAFF:** Lock ALL doors to the building to ensure no one can enter from the outside. Keep radios on for further direction. If students are in the hallway, instruct them to get to the closest classroom and remain there.

**CAFETERIA STAFF:** Lock ALL doors to the building close all blinds to ensure no one can enter or see from the outside. Place red card on exterior doors and windows and remain out of sight.

**FRONT OFFICE STAFF:** Close and lock doors to the front office. Place a red card on the door to let administration and/or first responders know your status. Keep radio on for further direction.

**ADMINISTRATION:** Inform Central Office of lockdown and stay in contact with law enforcement and emergency personnel.

Once the lockdown is over, the administration will announce over the PA, "Teachers, please resume normal activity"

## 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). This type of action is not to be called a "lock down", or a "partial lock down", or a "teaching lock down". Situations may also arise in which it is desired that a temporary halt or delay to movements inside the building



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occur. It is recommended that an announcement be made requesting such as opposed to calling a lock down or shelter-in-place.

## **EVACUATION PROCEDURES**

If a situation arises that causes an immediate threat to the safety and well-being of students or staff (e.g. gas leak), the building will be evacuated. Our evacuation location is the parking lot of Macedonia Missionary Baptist Church. An announcement will be made over the PA for students and staff to evacuate the building. It is of utmost importance to evacuate as quickly as possible, but also as safely as possible.

1. Once the evacuation announcement is made, the administration and Senior Custodian will make their way to Princess Place Drive (in front of the school) to stop traffic in both directions.
2. Teachers will lead their classes outside. Classes on the 100 hall should exit the building through the doors closest to the main office. Classes on the 200 hall should exit the building through the bus drop off/pickup doors.

## **STAFF USE OF TELEPHONES AND CELLULAR PHONES**

*Staff members involved in supervision of students in any capacity should not use telephones or cellular phones except in emergencies. If any emergency arises, please communicate to a teammate and notify administration to cover your responsibilities.*

## **LOCAL SCHOOL BOARD POLICY INFORMATION**

4211	Integrated Pest Management Program	Principals shall annually notify students' parents, guardians and custodians as well as school staff of the schedule of pesticide use on school property and their right to request notification. Such notification shall be made, to the extent possible, at least 72 hours in advance of nonscheduled pesticide use on school property.
8305	Protection of Pupil Rights	
8307	Prohibition against Harassment and Bullying by Students	The Superintendent or designee is responsible for providing effective notice to students, parents/guardians and employees of the procedures for reporting and investigating complaints of harassment or bullying by students.
8315	Annual Notice of Safe Surrender of Infants	Pursuant to North Carolina General Statute 115C-47(52), students in grades nine through twelve shall receive information annually on the manner in which a parent may lawfully abandon a newborn with a responsible person in accordance with NCGS 7B-500.



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8320	Searches of Students and Lockers, Questions by Police and the Use of Metal Detectors, Drug Dogs, Surveillance Cameras, Etc.	Students and their parents/guardians shall be notified of the provisions of this Policy at least annually by including its provisions in the student handbook given to students or other means as determined by the Superintendent or designee.
8620	Guidelines and Procedures Coordinated School Health and Local Wellness	The Council shall inform and update the public annually about the content, implementation, evaluation and compliance of the Local Wellness Policy and the Healthy Active Children Policy.
8700	Student Educational Records	Parents/guardians and eligible students will be notified annually of their rights and privileges through each student's final report card, school's student handbook and/or parent/guardian handbooks distributed to parent/guardian of all students enrolled in New Hanover County Schools or other means approved by the Superintendent or designee.

## **STAFF RESPONSIBILITIES**

### **ABSENCES**

Staff members are to access the web based substitute system **as soon as it is known** that he/she must be absent from school. This immediate action ensures that a substitute can be secured for the classroom on dates requested. The substitute system is notified even when a substitute is not needed for documentation of the absence(s). In addition, a leave form is completed for all absences. Leave forms must be completed immediately following an absence to ensure proper payroll procedures. Failure to contact the substitute calling system and completion of a leave form results in absence being unexcused. If an absence is for a professional function, the professional leave form is completed prior to absence and calling system contacted. The expectation will be to secure a quality substitute prior to your absence.

While it is expected that all leave is planned and approved ahead of time, it is understood that emergencies and sicknesses are not planned. With this in mind, it is expected that in these situations the front office administrative assistant is notified of your absence. A phone call or email should be made to administration and the administrative assistance to inform them of your absence. Teachers should also call into the sub system to ensure a substitute will be available to cover your class. Upon your return, a leave form should be submitted to administration.

### **FACULTY SIGN IN**

All faculty members are expected to check in upon arrival by 8:15am. PRE K Center by 7:05 am. On designated and undesignated workdays, faculty members should check in by 9:00am.

### **STAFF DUTY**

Staff should report to their assigned duty stations by 8:30 am.



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## **PLANNING**

Please use your scheduled planning time productively to plan instruction and work collaboratively for student success.

## **MEALS**

As part of the National Healthy Schools Award from the Alliance for a Healthier Generation, exempt food and beverage fundraising days may not exceed 10 days per school year. Also foods and beverages served and offered as snacks (that are not part of a federally reimbursed child nutrition program), birthday parties, and holiday celebrations must meet the Smart Snacks in School nutrition standards. \*Only TWO exemptions per SCHOOL YEAR are allowed.

## **STAFF ATTIRE**

Staff members should present themselves in a manner that is professional and positively representative of the school. NHCS Board Policy 6435 is clear in determining appropriate dress of all district employees. Please refer to the policy if there are any questions. Staff members will have one “relaxed dress” day per month when jeans may be worn. This day is designated as the last Friday of each month.

Policy: 6435

## **EMPLOYEE/ VOLUNTEER DRESS CODE**

New Hanover County School System employees serve as role models for the students and as representatives of New Hanover County Schools. Consistent with these roles, all employees and volunteers shall dress professionally and appropriately relative to their specific job duties and responsibilities.

Administrators and administrative support employees are expected to project a professional image and should dress appropriately for an office/business environment.

Teachers, volunteers and teacher support personnel are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive, obscene, or which endangers the health or safety of the students or others is prohibited. This same standard will apply to visible tattoos.

School based personnel shall follow this Policy on all days students are in attendance. Principals may designate one (1) day per month when reasonable modifications to this Policy may be made. Principals may also determine the appropriate dress to be worn on workdays students are not in attendance. All other personnel shall follow the policy on all workdays unless directed differently by their supervisor.



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Physical education teachers, coaches and athletic volunteers should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities and a sweat or warm-up suit when not actively teaching physical education classes or coaching.

Appropriate dress is also expected of cafeteria, maintenance, and transportation personnel and may include the wearing of uniforms or other apparel approved by their principal or supervisor. Vocational teachers must wear OSHA approved clothing when teaching Career and Technical Education classes.

## **EMPLOYEE/ VOLUNTEER DRESS CODE**

An employee's or volunteer's dress may not be so unusual, inappropriate or lacking in cleanliness that it disrupts classroom or learning activities. Examples of attire considered inappropriate for school system employees include but are not limited to:

- Jewelry affixed to an employee's or volunteer's nose, tongue, cheek, lip or eyebrow;
- Clothing or lack of clothing that is disruptive, provocative, revealing, indecent, vulgar, or obscene;
- Revealing necklines, bare midriffs and excessively tight clothing;
- Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols;
- Clothing which contains profanity, nudity, depicts violence, or is sexual in nature by words or symbols;
- Sandals with flip flop style strap or bedroom shoes/slippers;
- Tank tops or spaghetti strap tops;
- Undergarments worn as an outer garment or any see-through clothing that reveals an undergarment;
- Hats, visors, sunglasses, sweatbands, and bandannas (may be worn outside but must be removed when inside the workplace);
- T-shirts or athletic wear;
- Denim jeans;
- Shorts; and
- Any item of clothing or jewelry that creates a disruption of the school environment/learning activities, or that poses a threat to the safety and well-being of students or staff.



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Supervisors and school-level administrators are authorized to interpret and enforce this Policy. Reasonable accommodations shall be made as approved in writing by the appropriate supervisor for those employees or volunteers who, because of a sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular part of this Policy for dress or appearance.

In compliance with federal laws, New Hanover County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law.



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### 2020-2021 Morning Duty Schedule 8:35 am - 9:00 am

Teacher	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Daniels	OFF	BY	CFT	OFF	WE	OFF	WE	OFF	SPL	OFF	CFT
Ferguson	OFF	CFT	SPL	OFF	WE	CFT	SPL	BY	OFF	CFT	OFF
Hazelwood	SPL	CFT	OFF	WE	OFF	WE	OFF	WE	OFF	BY	SPL
Motley	CFT	OFF	WE	CFT	SPL	OFF	OFF	BY	OFF	SPL	OFF
Myers	WE	OFF	WE	CFT	OFF	SPL	OFF	CFT	BY	WE	OFF
Nealy	BY	OFF	CFT	OFF	CFT	OFF	BY	SPL	OFF	CFT	OFF
Pankey	CFT	OFF	OFF	BY	OFF	BY	OFF	CFT	OFF	SPL	CFT
Reed	OFF	SPL	BY	OFF	BY	CFT	CFT	OFF	BY	OFF	WE
Walter	OFF	WE	OFF	SPL	CFT	OFF	CFT	OFF	WE	OFF	BY

Legend	
CFT	Cafeteria
WE	West Entrance
SPL	Student Parking Lot/Buses
BY	Backyard





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Please print, sign, and return this sheet to Ms. Cadby after examination of the contents of this handbook. This record will be kept on file in your personnel folder.

I have read and understand the contents of the Faculty Handbook for the  
2020-2021 school year.

---

Staff Member Signature

---

Date

---

Staff Member Print Name