

CAREER READINESS ACADEMY AT MOSLEY
2022-2023
BELL SCHEDULE

Regular Schedule

Monday – Friday

1st Block	9:00-10:25
2nd Block	10:28-11:53
3rd Block-STAE	11:56-12:26
Lunch	12:29-12:59
4th Block	1:02-2:27
5th Block	2:30-3:57

Half-Day Bell Schedule

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

Early Release Fridays:

CRA @ Mosley

- ❖ The CRA at Mosley model is designed to increase student achievement, provide relevant job skills and credentials to students, and to increase sustainable partnerships with the local business community.
- ❖ All students participate in an Advisory class that is designed for them to be college and/or career ready upon graduation.
- ❖ The CRA at Mosley will follow the New Hanover County Schools traditional school calendar.
- ❖ 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), NHCS E-Academy 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.

The Career Readiness Academy 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.

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.

STUDENT EXPECTATIONS

- Attend a non-traditional school that incorporates a blended learning format of instruction.
- Maintain school attendance
- Follow all guidelines and rules of the CRA and NHCS.
- Adhere to NHCS dress code guidelines.
- 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
 - 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: https://boardpolicyonline.com/bl/?b=hanover_county_new#&&hs=1016905)
 - 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.

LOCAL SCHOOL BOARD POLICY INFORMATION

<http://media.microscribepub.com/landingpages/hanover.htm>

	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.
	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.
	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.

	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.
	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.

	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.
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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

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.

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 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.

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.
- 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:

https://boardpolicyonline.com/bl/?b=hanover_county_new

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.

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.

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.

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.

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.

DRESS CODE

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.

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.

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. Administrator 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.

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.)