



GRAY'S CREEK HS

**BE FUTURE
READY**

ACADEMY OF
INFORMATION TECHNOLOGY

Student Handbook



Cumberland County Schools
Gray's Creek High School
5301 Celebration Dr.
Hope Mills, NC 28348
910-424-8589

Academy of Information Technology

Gray's Creek High School

Table of Contents

Capturing the Experience..... 3

Keys to Success..... 4

Courses

 9th & 10th Grades..... 5

 11th & 12th Grades..... 6

Student Standards

 Academic Standards

 9th & 10th Grades..... 7

 11th & 12th Grades..... 8

 Attendance..... 9

 CTE Funding..... 9

 Discipline..... 10

 Enrichment Opportunities..... 10

 Honor Student Status..... 11

 Student Safety.....12

 Transportation.....12

 Work-Based Learning and Service Learning.....13

 Fundraisers.....13

 Field Trips.....13

 Uniforms.....14

 Exceptional Children’s Disclaimers.....15

 FTCC Disclaimer.....15

Student Handbook Acknowledgement.....16

Academy of Information Technology

Gray's Creek High School

Capturing the Experience

The capstone project for Academy members is the creation of an electronic portfolio, which serves as a snapshot of their entire Academy experience.

Items include, but are not limited to the following:

- **Letter of Interest:** The letter should be addressed to the Academy Director and describe reasons for applying to the Academy and desired results from this experience.
 - Classes of 2014, 2015, 2016, and 2017 will complete the Letter of Interest in the 9th Grade or upon first year of acceptance.
 - Beginning with the Class of 2018, this letter will be completed at the time of application to the Academy. Applicants are encouraged to save an electronic copy. In the event the applicant is selected for the Academy, the letter will be placed in the electronic portfolio. This is to be completed in the 9th grade or upon first year of acceptance.
- **Résumé:** A professional résumé detailing accomplishments which will be updated each year.
- **Reflection Essay:** A 1-2 page reflection of Academy experiences that is completed during 12th grade.
- **Autobiography:** Students will begin working on it in the 9th grade and will update it each year.
- **Work Samples:** Samples of work from each Academy Class are completed at the end of each course.
- **Awards or Special Recognitions**
- **Documentation of Work-Based/Service Activities:**
 - Work-Based Learning/Community Service Log
 - Reflection of each activity
- **Extra-Curricular Activities**
- **Other Items:**
 - Post-secondary research
 - Certifications earned
 - College Acceptance Letters
 - Scholarships received



Academy of Information Technology

Gray's Creek High School

Keys to Success



A NEAT & CLEAN UNIFORM

- Designated Academy shirt
- Khaki or black dress pants (no cargo pants)
- Khaki or black skirts (females)
- Clean shoes (no tennis shoes)
- See Page 14 for detailed requirements

ACADEMIC EXCELLENCE

- Automatic dismissal will result if cumulative GPA (weighted) falls below 3.0 at the end of sophomore year.
- Complete an electronic portfolio during the senior year. Materials will be gathered during the entire Academy association.
- See Pages 7 and 8 for detailed requirements.

CONDUCT AT ALL TIMES

- Automatic dismissal can result after suspension from school and/or second In-School Suspension assignment.
- See Page 10 and for more information.

WORK-BASED/SERVICE LEARNING

- Participate in a minimum of 200 hours.
- See Page 13 for detailed requirements.

PARTICIPATE!

PARTICIPATE!

PARTICIPATE!

- Attendance and actual support of all Academy meetings/functions is expected to include fundraisers and Career and Technical Education Student Organizations.
- See Page 10 for more information.

Academy of Information Technology

Gray's Creek High School

Courses

Course descriptions are found in the Cumberland County Curriculum Selection Guide online at www.ccs.k12.nc.us >>>Newcomers >>> High School Curriculum.

Grade	Fall Semester	Spring Semester
9th	Foundations of Information Technology	Multimedia & Web Page Design
10th	Microsoft IT Academy Word and PowerPoint*	Microsoft IT Academy Excel and Access* And/Or Scientific Visualization I

*Students may have an opportunity to take Office Certification Exams.



Academy of Information Technology

Gray's Creek High School

Courses

Course descriptions are found on the FTCC website at www.faytechcc.edu >>> College Catalog >>> Course Descriptions. *Courses are subject to change.*

Grade	Fall Semester	Spring Semester
11th Classes are taught at Gray's Creek High School	Option 1 CTS 120 - Hardware/Software Support	Option 1 - continued CTS 220 - Advanced Hardware/Software Support
	Option 2 NET 110 – Networking Concepts	Option 2 - continued SEC 110 – Security Concepts
12th Classes are taught on the Fayetteville Technical Community College Campus	Option 1 NET 110 – Networking Concepts CTI 110 – Web, Programming, & DB Foundations	Option 1 - continued SEC 110 – Security Concepts NOS 110 – Operating Systems Concepts
	Option 2 CCT 250 – Network Vulnerabilities I NOS 120 – Linux Single User	Option 2 – continued CCT 251 - Network Vulnerabilities II NOS 125 – Linux/Unix Scripting
	Option 3 SGD 111 – Intro to SGD SGD 114– 3D Modeling	Option 3 – continued SGD 112 – SGD Design SGD 113 – SGD Programming
	Option 4 DME 110 – Intro to Digital Media DME 115 – Graphic Design Tools	Option 4 – continued DME 120 – Intro to Multimedia Applications DME 130 – Digital Animation I
	Option 5 CTI 110 – Web, Programming, & DB Foundations CIS 115 – Intro to Programming & Logic	Option 5 – continued WEB 151 – Mobile Application Development I WEB 251 – Mobile Application Development
	Option 6 CTI 110 – Web, Programming, & DB Foundation WEB 115 – Web Markup and Scripting	Option 6 – continued WEB 125 – Mobile Web Design WEB 215 – Advanced Markup and Scripting
	Option 7 ART 131 – Drawing I GRD – Graphic Design	Option 7 – continued GRD 151 – Computer Design Basics GRD 152 – Computer Design Technology

Academy of Information Technology

Gray's Creek High School

Student Standards

ACADEMIC STANDARDS 9th and 10th Grades

9th Grade:

Students are required to have a weighted GPA of 3.0 by the end of their sophomore year to be eligible to enroll in the junior FTCC classes. Students who do not have a weighted 3.0 at the end of their freshman year will be placed on academic probation for their sophomore year. Freshmen students must pass Foundations of Information Technology to continue their studies in the Academy.



10th Grade:

By state law, at the end of their sophomore year, students are required to meet the following criteria to be eligible to enroll in the junior FTCC classes:

- Have a weighted 3.0 GPA at the end of the 10th grade.
- Earn an 88 or better on the Microsoft Word and PowerPoint course CTE Post-Assessment.
- Earn an 85 or better on the CTE Post Assessment for Microsoft Word and PowerPoint course.

All three conditions must be met to remain in the Academy.

Students who come into the Academy at the beginning of their sophomore year must also pass Foundations of Information Technology.

Academy of Information Technology

Gray's Creek High School

Student Standards

ACADEMIC STANDARDS 11th and 12th Grades

11th Grade

- By state law, students must have a 2.0 (C) GPA or better in the two junior FTCC courses (CTS 120 in the fall and CTS 220 in the spring) to be eligible to register for the senior classes. Also, CTS 120 is a prerequisite for CTS 220.
- Parents may check the FTCC Blackboard site on FTCC's website.
- Juniors that meet pre-test criteria will take the A+ Computer Technician Exam.
 - Procedure
 - Students will take the first part of the exam at no cost to the student.
 - If a student passes the first part, he/she will take the second part at no cost to the student.
 - There is a retest fee of \$84 (subject to change) if a student does not pass either Part I or Part II of the exam and they wish to retest. The fee is payable to GCHS.

12th Grade

By state law, at the end of the fall semester, students have to maintain a 2.0 (C) or better in their FTCC classes to be eligible to register for spring class(es).

Seniors are required to meet with Mrs. McNeill each Thursday at 8:00 a.m. to receive information and for a uniform check.

Students will be able to ride a Cumberland County school bus to and from the FTCC campus. Students will eat first lunch and leave from the cafeteria. Be sure to check in with the assistant principal at the beginning of first lunch so he knows to expect you on the bus.

ACADEMY GRADUATION

Attendance at Academy graduation is mandatory for seniors who have completed all academy requirements. Other academy students may be required to attend at the discretion of the academy director.

Students may invite guests to the Academy graduation.

Academy of Information Technology

Gray's Creek High School

Student Standards

ATTENDANCE

Cumberland County Schools (CCS):

State Board of Education regulations require a student to be present at least one-half of the school day in order to be present for that day. All Cumberland County students shall be present one-half day to be counted present for the day. Each classroom teacher shall keep an accurate attendance record on each student. This may include being present at a school activity away from the school providing it is approved by the Superintendent and provided it has the prior approval of the principal. Students must meet the school's attendance requirements. It is the responsibility of the academy director to communicate the school attendance policy with students. Refer to the Gray's Creek High School Student Handbook.

Fayetteville Technical Community College (FTCC):

- Students taking FTCC Academy courses are expected to attend at least 80% of scheduled class hours in accordance with the FTCC student handbook. Students who miss more than 20% may be dropped from their FTCC Academy class(es) and receive either a WP (withdraw passing) or WF (withdraw failing) on the FTCC transcript.
- Students who are dropped from their Academy class(es) due to attendance will receive a grade of 65 on their high school transcript. Students will also be placed on probation for 90 school days. A letter will be mailed to the parent/guardian and a copy given to the student.

Other Academy Events:

Attendance at other Academy events may be required dependent upon the event and academy director's discretion.

CTE FUNDING

Career and Technical Education (CTE) will fund the purchase of textbooks for all Academy courses required as a part of the scope and sequence of the Academy. Academy textbooks will not be issued to the students to keep. Textbooks will be collected by the academy director at the end of the course for reuse. Academy directors will maintain an accurate record of textbooks and place orders for additional textbooks through the CTE Office as needed.

Academy of Information Technology

Gray's Creek High School

Student Standards

DISCIPLINE

Students are expected to abide by the CCS Student Code of Conduct. The academy director may place students who violate the Student Code of Conduct on probation for up to 90 school days, or the academy director may recommend to the principal for removal of the student from the Academy.

ENRICHMENT OPPORTUNITIES

- Students are strongly encouraged to affiliate with and take an active part in the Career and Technical Education Students Organizations (CTSO) associated with the Academy.
 - Future Business Leaders of America (FBLA) is an educational association with a quarter million students preparing for careers in business and business-related fields.
 - SkillsUSA is a national nonprofit organization serving teachers and high school and college students who are preparing for careers in trade, technical and skilled service occupations. It was formerly known as VICA (Vocational Industrial Clubs of America).
- Membership in other state and national organizations, directly related to the Academy, is also encouraged.
- Volunteering, peer tutoring, other student organizations, athletics, and summer internships/work study/camps/workshops are also encouraged.
- Microsoft DreamSpark Software (for juniors and seniors)
Students in the Academy will have access to DreamSpark, a Microsoft program that gives students access to free software to develop apps, games, tools and designs. DreamSpark gives students Microsoft professional-level developer and designer tools at no charge.

DreamSpark gives them the chance to develop world-class software, Web applications, cool and creative designs as well as amazing games. Microsoft believes that students can do amazing things with the right tools. Submit requests for DreamSpark access to the academy director.

Academy of Information Technology

Gray's Creek High School

Student Standards

HONOR STUDENT STATUS

To receive the designation of Honor Student upon graduation, students must fulfill the following criteria:

- Class of 2014 and Class of 2015
 - Weighted overall 3.0 GPA
 - 3.0 GPA in Academy classes
 - Minimum of 200 hours of work-based learning/community service
 - Completed job shadowing experience or internship
 - Completed portfolio
 - Uniform worn a minimum of 90% of all Thursdays

- Beginning with the Class of 2016
 - Weighted overall 3.0 GPA
 - 3.0 GPA in Academy classes
 - Minimum of 200 hours of work-based learning/community service
 - Completed job shadowing experience
 - Completed internship
 - Completed portfolio
 - Uniform worn a minimum of 90% of all Thursdays

Academy of Information Technology

Gray's Creek High School

Student Standards

STUDENT SAFETY

Students must always act in accordance with safety standards as set forth by:

- OSHA
- Academy Guidelines
- Classroom Instructor(s)
- Cumberland County School Policies

It is imperative students adhere to safety standards to prevent injuring themselves or other students. Students in violation of safety standards as set forth by the academy and provided to each student of the academy will be subject to the following disciplinary action in accordance with the severity of violation:

- Loss of classroom privileges such as loss of equipment use
- 90-day probation
- Removal from the academy



TRANSPORTATION

It is the responsibility of students to provide their own transportation to the following:

- Job Shadowing
- Internships
- High School Connections (Career and College Promise) Courses
- Other academy activities outside of school

Academy directors and instructors are not permitted to transport students to any destination in their personal vehicles, even when required by the Academy. Field trips, junior and/or senior class trips, and CTSO event travel will be according to transportation requirements as set forth by CCS.

Academy of Information Technology

Gray's Creek High School

Student Standards

WORK-BASED LEARNING AND SERVICE LEARNING

Students will document the completion of work-based and service learning experiences. Students entering the Academy in the 9th grade will complete 200 hours by graduation. Students entering the Academy in the 10th grade will complete 150 hours for graduation.

- Classes of 2014 and 2015
 - Included in the 200 hours, students must complete a minimum of two activities per semester.
- Beginning with the Class of 2016:
 - Hours may be divided as follows:
 - 30 hours of work-based learning and 170 hours of community service, or
 - 30 hours of community service and 170 hours of worked-based learning
 - Included in these hours, students must complete a minimum of two activities per semester.
- Examples:
 - Work-based learning
 - job shadowing
 - field trips
 - speakers
 - internships
 - Service learning
 - may include both in-school service or community service
 - may be organized by the academy or another service-based group, examples:
 - Key Club
 - National Honor Society
 - Church Group
 - may be arranged by student



FUNDRAISERS

Fundraisers will be held throughout the school year to supplement our expenses.

FIELD TRIPS

While we believe field trips are a great way to supplement what is learned in the classroom, we also realize that our field trips take students out of their other classes. Therefore, students are responsible for all missed work on field trip days.

Academy of Information Technology

Gray's Creek High School

Student Standards

UNIFORMS

The student will maintain a neat and clean uniform. The uniform will be worn throughout the school day each week on Thursday. Points may be deducted from class participation for failure to comply with the uniform dress code. Students will be required to purchase their uniforms.

- Uniform Dress Code:
 - AOIT collared shirt
 - Khaki or black dress pants
 - Ladies may wear a khaki or black skirt
 - Black or brown dress shoes, or Sperrys®
- Do's
 - Iron clothing
 - Tuck in shirt
- Don'ts
 - Cargo pants
 - Carpenter pants
 - Jeans
 - Tennis shoes or shoes that resemble tennis shoes
 - Flip flops

Students will receive a uniform grade each grading period which counts as 20% of their overall grade.

If a student is absent on a *uniform day*, he/she must wear his/her uniform on *alternate day (Wednesday)* to receive credit.

If a student is present on Thursday and does not wear his/her uniform, he/she will receive a grade of zero.

Athletes

- If your game is on a *uniform day* and your coach requires you to dress up, you must wear your uniform.
- If your game is on a *uniform day* and you are required to wear a game jersey, you must wear your uniform on *alternate day* to receive credit.

Students will receive a black AOIT t-shirt that may be worn at any time other than Thursdays. This does not considered part of your uniform.

Academy of Information Technology

Gray's Creek High School

Student Standards

EXEPTIONAL CHILDREN'S DISCLAIMER

No student or employee in the Cumberland County Schools, shall on the basis of age, sex, religion, national origin, marital status, or handicapping condition, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity.

FTCC DISCLAIMER

STUDENTS WITH DISABILITIES: Students with disabilities have the right to equal access to courses, programs, activities, services, and facilities offered at FTCC. Students are also entitled to reasonable accommodations. **It is the responsibility of the student** (and parent/guardian of a minor student) to request accommodations through the Special Populations Office at FTCC. The Special Populations Office is located in Room 143 of the Tony Rand Student Center and can be contacted at **678-8479**.

Academy of Information Technology

Gray's Creek High School

Student Handbook Acknowledgement

Students

Click on <http://www.surveymonkey.com/s/TTTJBJ9> to acknowledge that you have read and agree to the Standard Operating Procedures for the Gray's Creek Academy of Information Technology.

Parents

Click on <http://www.surveymonkey.com/s/TT59GY> to acknowledge that you have read and agree to the Standard Operating Procedures for the Gray's Creek Academy of Information Technology.



Affiliated with and administered by the National Academy Foundation (NAF), based in New York City, this program is designed to facilitate the transition from high school to more advanced training from high school to more advanced training and eventually a career in the Information Technology industry.

For more information, visit www.naf.org

