



Career Academy for International Culture and Commerce

2016-17

Welcome to a great year at the Career Academy for International Culture and Commerce at Clearwater High School.

*This Handbook should assist parents and students with commonly asked questions regarding Academy rules and requirements, dress code, curriculum, activities, staff information and much more. **The success of every student depends on the school staff, teachers, and students themselves; parental involvement is also a key factor to this success.** With your support and encouragement, the Career Academy will help ensure that your child achieves and succeeds at Clearwater High School.*

CAICC Mission Statement:

Students will gain the business knowledge and enterprise skills necessary to compete successfully in the international market through exposure to global businesses and a creative blend of technical and specialized courses emphasizing international studies and multicultural diversity.

Clearwater High School

540 S. Hercules Ave.
Clearwater, FL 33764
(727)298-1620
Fax: (727)469-5981

CHS Website: <http://www.clearwater-hs.pinellas.k12.fl.us/>
CAICC Website: <http://caicc.wordpress.com/>

CAICC Booster Club

Purpose:

The purpose of the Booster Club is to support the *Career Academy for International Culture and Commerce at Clearwater High School*. The Academy does not receive funding from the school district. General membership shall be open to all students, parents, families, teachers, and community members interested in its support and promotion.

Areas of support include the following: raising funds for field trips, equipment, program supplies, classroom supplies, yearend banquet, clerical support; monitoring students and assisting in the school store, securing guest speakers, chaperoning field trips, assisting with special events, securing business partnerships, providing publicity regarding Academy activities, and participating in fundraisers and school projects.

Membership for new families is just **\$45 a year**, and this *includes the student's CAICC polo shirt*, which is required for all CAICC field trips and other functions. CAICC Booster membership for returning families is just \$25 a year. Once you join the Boosters, you have the opportunity to open a **Student Account**; *in order to maintain your existing student account and participate in Booster fundraising options, you must join Boosters each year.*

- ***Meetings are held at 7:00 pm in the CHS media center on the first Tuesday of each month and ending in April unless otherwise announced.***
- The Tornado Exchange (school store) is operated by the Academy staff, students, and parent volunteers.

Booster Member Opportunities

The Career Academy is self-supporting and has many expenses in order to keep the office running with mailings, assisting with field trip costs, meal reimbursement, chaperone fees, staff training seminars, and many, many more. Your Booster membership is just one way you are helping with the cost of running our great program. If you want to do more to help, we have created an account for donations to help defray some of these costs. Direct Donations may be made by parents, students, other family members, and especially employers. Donations can be specified for certain events. For example: to cover the cost of field trip buses or to sponsor a student that may not have the funds to participate. *Since the Academy is a non-profit organization, all donations are tax deductible.*

As each year passes, our membership continues to grow. We began over 25 years ago with 18 students. Today, we have almost 400 students in our program. An integral aspect of CAICC is to supplement classroom instruction with various educational and cultural field trips. Each year, all four grade levels take at least two instructive, curriculum-based field trips.

Please consider CAICC when making your or your business's charitable contributions this year! Donors will be recognized on the CAICC website.

Choose which level of giving is best for you:

Silver ("Community" partner):	\$75-\$199
Gold ("National" partner):	\$200-\$300
Platinum ("Global" partner):	\$301+

Checks can be made out to the CAICC Booster Club.

CAICC Field Trips

A vital part of the CAICC program is the educational field trips that students attend each semester. These field trips offer students unique opportunities to see the curriculum from their various classes applied in the outside world. Through these field trips, CAICC students are also exposed to various and far-reaching careers available in international business.

These field trips are both a privilege and a responsibility and therefore **mandatory** for all CAICC students. *If a student is unable to attend for any reason, s/he must submit a note to Leslie Hopkins, Director of CAICC, and may have to complete an extra assignment.*

Because the students are representatives of both CAICC and Clearwater High School, certain dress code requirements apply. In addition, the purpose of the Academy dress code is to uphold the professional image associated with the Academy and to prepare Academy students for the business world. The dress code helps students gain awareness of the image one's attire projects in the business world.

Appropriate attire is required for all students while on Academy field trips or for any other Academy function that may be required as part of the program.*

MALES:

Required Academy Shirt

Slacks: khaki or black

FEMALES:

Required Academy Shirt

Slacks or capris (Black or khaki)
Skirt (**business length**)

FOR ALL: Closed toe shoes (no sandals)

No visible body piercing other than ears!

Inappropriate attire includes:

- Denim or chambray fabric clothing (jeans) of any kind
- Overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- Backless, see-through, tight-fitting, spaghetti straps, or low-cut blouses, tops, dresses
- Flip flops, sandals, bare feet, over the knee boots
- Hats, scarves

****IMPORTANT: For each CAICC field trip, the Academy teacher that is leading the trip has final say for dress code guidelines specific to that trip.***

Student Insurance Required!

Mandatory: Each year, all CAICC students **MUST** purchase student insurance coverage in order to attend the *required* Academy field trips. **NO** student will be allowed on the required field trips without student insurance. School insurance must be purchased online:

1. Enroll online <http://www.pcsb.org/site/default.aspx?PageID=15271>
2. Click on “**Enroll Now.**” (on right-side of page)
3. Type in required information, pay by credit card or E-Check, print out your receipt and ID Card.

Once the insurance has been purchased, please ***print a receipt and bring the receipt to Mary Roble in the Academy Office.*** You may also email your Insurance Confirmation to Mary Roble, robblem@pcsb.org. If you have obtained school insurance for sports participation, Drama, Band, or other clubs, please print out or email an additional receipt and send this in for the Academy records.

Student Fundraising Accounts

Parents who join the CAICC Booster Club will have the option of opening a **Student Account**. Students and parents who participate in CAICC Booster fundraisers will have the profits from their sales efforts credited directly toward their own balances. ***Families MUST join the Booster Club each year in order to participate in Booster sponsored fundraisers and maintain and add to their student's existing account.***

The students may use these accounts to pay for Academy field trips; *however, they are encouraged to allow their balances to accumulate in order to fund their senior Academy class trip, which is traditionally to New York City.* Funds for the senior class trip will be transferred directly to Clearwater High School.

Per District policy, students must use these funds exclusively for CAICC field trips; therefore, ***no student may have more than \$1,500 in his/her account at any time.*** If a student earns over this amount, the money will be placed in the general fund to be used for student scholarships and other academy expenses. If a student leaves CAICC or upon graduation from Clearwater High School, any monies remaining in his/her fundraising account may be allocated to a sibling who is in the program. ***Otherwise, the balance will be credited to the booster club general funds.***

If, at some point, a student realizes that he or she will be unable to go to New York, then that student can no longer contribute to his/her student account. If a senior CAICC student has determined that s/he is not going on the Senior New York trip, then s/he may still participate in CAICC Booster fundraisers (as long as the family has joined the Boosters for that school year) and with the understanding that any money raised will no longer be added to that student's individual account; rather, any money raised at that point will be added to the CAICC General Fund and/or into a special senior account for the New York trip.

Moreover, once the senior trip has been fully paid for, a CAICC student may no longer contribute to his/her student account. If you have any questions or concerns about these policies, please contact the CAICC treasurer and/or the CAICC Executive Board.

Policies and Procedures

Membership in the Career Academy is a privilege. Students are held to high academic and behavior standards. The CAICC program's expectations are designed to encourage academic and extracurricular success for its students. Students may enter the Career Academy only at the start of their ninth grade or tenth grade years, thereby allowing for the continuity and completion of the CAICC curriculum.

ACADEMIC EXPECTATIONS/CONSEQUENCES:

- Students must maintain a minimum of a 2.0 unweighted GPA for each semester; students who fall below a 2.0 will be placed on **Academic Probation** for the following semester. Parents will be notified in writing of the probation, and the students will be allowed one semester to improve their grades to a 2.0 or higher. If the student is unable to improve his/her GPA at that point, then possible dismissal from the program will be decided by committee.
- Students must pass all Academy classes.

BEHAVIORAL EXPECTATIONS/CONSEQUENCES:

- Students must not have excessive absences without acceptable documentation.
- Students must adhere to the **Student Code of Conduct** policy. Repeated discipline infractions may result in student being placed on probation.
- Appropriate and respectful behavior is expected especially on CAICC field trips and other times representing the Career Academy.
- If a student commits a serious disciplinary infraction, s/he will be placed on **Immediate Probation Due to Serious Discipline Infraction**; these students may be removed from the Academy with no consideration of readmission. In addition, students who are on **Immediate Probation Due to Serious Discipline Infraction**; will not be allowed to attend CAICC field trips. A *letter of appeal* may be filed for these situations, and the committee will review student's discipline, academic, and attendance history when determining their decision.
- Students whose grades and/or discipline are in question may lose privilege of attending Academy field trips (and alternate assignments may occur).

Regarding Probation:

- After two semesters on probation, removal from the program will be decided by committee.
- A student on **Immediate Probation Due to Serious Discipline Infraction** who does not perform according to the requirements to remain in our program will be immediately removed from the program.

DRESS CODE:

The purpose of the Academy dress code is to uphold the professional image associated with the Academy and to prepare Academy students for the business world. Appropriate attire is required for all students while on Academy field trips or for any other Academy function that may be required as part of the program.

REASSIGNMENT TO A DISTRICT DISCIPLINE PROGRAM OR EXPULSION:

Reassignment to a district program or expulsion will result in immediate removal from the Career Academy. **No readmission under these circumstances will be considered.**

CAICC STAFF—2016-17

*Clearwater High School
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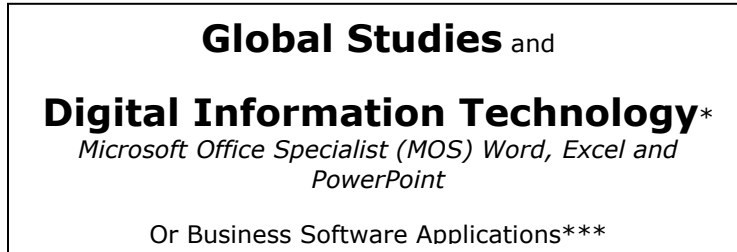
Keith Mastorides Principal	ext. 2005	mastoridesk@pcsb.org
Leslie Hopkins Assistant Principal <i>Academy Program Director</i>	ext. 2018	hopkinsle@pcsb.org
Mary Roble Academy Coordinator	ext. 2303	roblem@pcsb.org
Kimberly Rubin CAICC Guidance Counselor	ext. 2061	rubink@pcsb.org
Pam DiMaggio CAICC Lead Teacher Seniors: Accounting	ext. 1316	dimaggiop@pcsb.org
Mark Mansour CAICC Lead Teacher	ext. 1315	mansourma@pcsb.org
Josh Carroll CAICC Teacher		carrolljo@pcsb.org
Tina Ward Family & Community Liaison	ext. 2045	wardma@pcsb.org

CAICC Booster Club Officers

OFFICE	NAME	PHONE	EMAIL	ADDRESS
Co-Presidents	Barbara Dugan	492-8906	bdugan0815@gmail.com	1218 Grenada Avenue Clearwater, FL 33764
	Pam Tribbie	642-1000	ptribbie@tampabay.rr.com	1130 Flushing Ave Clearwater, FL 33764
Vice President: Membership	Joanne Boyd	698-4384	Jboyd43@tampabay.rr.com	1824 Bugle Lane Clearwater 33764
Treasurer	Katie Moore	656-2342	caicctreas@gmail.com	1409 Temple St Clearwater 33756
Corresponding Secretary	Errin Cole	251-5432	colemac1013@aol.com	1521 Chateauwood Dr Clearwater 33764
Recording Secretary	Teresa Daiker	422-2759	teresa@daiker.net	3180 Sandy Ridge Dr. Clearwater 33761
Tornado Exchange Chair	Julie Billiris Carlene Meloy	656-3822	juliebilliris@yahoo.com meloyc@pcsb.org	1136 Flushing Ave Clearwater 33764
Academy Polo Shirts/ T-shirts/sweatshirts	Stacey Taylor	515-7718	staylor816@aol.com	816 Willowbranch Rd. Clearwater 33764
	Maureen Ramirez	510-2165	maureenram@mindspring.com	1831 Braxton Bragg Lane Clearwater 33765
Senior Class Representative	Pamela lusi	445-1193 or 709-3668	pkeehni@aol.com	1019 Regent Ave Clearwater 33764
Junior Class Representative	Julie Billiris	656-3822	Caicc2018@yahoo.com	1136 Flushing Ave Clearwater 33764
Sophomore Class Representative	Amber Lobman	215-5437	chs2019caicc@yahoo.com	1426 S. Highland Ave Clearwater 33764
Freshman Class Representative	Melissa Koberna	656-8065	Mkoberna13@gmail.com	1459 Embassy Drive Clearwater, FL 33764
Passport to Italy Co-Chairs	Teresa Daiker	422-2759	teresa@daiker.net	3180 Sandy Ridge Dr. Clearwater 33761
	Roni Davy	251-9105	rdavy@tampabay.rr.com	1301 Eastfield Drive Clearwater, FL 33764
Threshers Fundraisers Chair	Amber Lobman	442-6617	chs2019caicc@yahoo.com	1426 S. Highland Ave Clearwater 33764
PTSA Liaison/Community Outreach Chair	Pamela lusi	445-1193 or 709-3668	pkeehni@aol.com	1019 Regent Ave Clearwater 33764
CAICC Website	Jeff Read	239-2443	gonoles94@live.com	2040 Coronet Lane Clearwater, FL 33764
Hospitality Chair	Genevieve Desarme	239-565-5353	gdesarme@eckerd.org	2900 Cove Cay Dr. #7E Clearwater, FL 33760
City of Clearwater Fundraisers Co-Chairs	Roni Davy	251-9105	rdavy@tampabay.rr.com	1301 Eastfield Drive Clearwater, FL 33764
	Carrie Klinefelter	647-7974	carrie.klinefelter@gmail.com	1956 Meadow Drive. Clearwater 33764

CAICC Curriculum Sequence

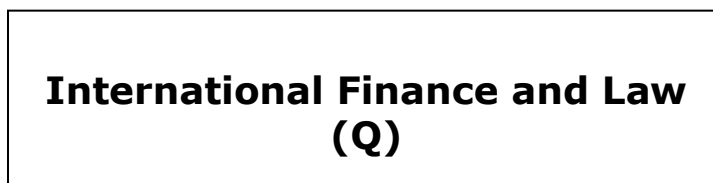
Freshman Year



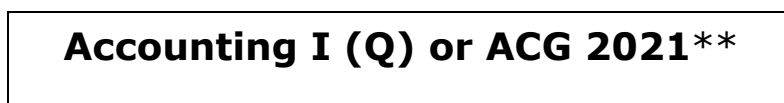
Sophomore Year



Junior Year



Senior Year



*Class satisfies Fine Arts requirement

Accounting may be taken during CAICC student's junior **or senior year. Accounting may be taken on high school campus or as a Dual Enrollment course (ACG 2021) at St. Petersburg College. ACG 2021 is a one semester class and a quality point class.

(Q)Class is a quality point class

*** For CAICC students who earned MOS Bundle and IIT credit in middle school.

Passport to Italy

This year the Academy will host its 25th annual Passport to Italy Spaghetti Dinner and Silent Auction. This is one of the most exciting events of our school year, and one of our greatest fundraisers for our senior CAICC students' trip to New York City. The cost of the dinner is approximately \$12 per person.

Area restaurants donate the sauce, breads, salads, and dessert.

The Junior Class CAICC students are expected to be servers for the evening. These students' families must be members of the CAICC Booster Club, and those who work will receive their share of the evening's proceeds. They are required to wear their Academy shirts and khaki or black slacks.

In addition, each CAICC student in every grade level is required to donate at least one item for the Silent Auction. Each student is also expected to sell tickets for the dinner. Ten Dollars of each ticket sold by the student goes directly into the student's account.

This is a great opportunity for our Junior CAICC students to raise money for the Senior trip to New York City. It is also an excellent opportunity for students, parents, and staff to interact and have a great evening out.

Many parents are needed to make this special evening successful. Please be ready to do your part!

Notes