

# Academy *of* FINANCE

## Academy of Finance Member Handbook

Angelica Melton, AOF Director

Sanderson High School

Mission:

“Preparing students for broad career opportunities in business and finance by equipping them with necessary skills, knowledge and experiences.”





SANDERSON HIGH SCHOOL  
 Angelica Melton, Academy of Finance Director



***Preparing students for broad career opportunities***

***In business and finance by equipping them with necessary skills, knowledge and experiences.***

To: Academy of Finance Members and Parents

Welcome to a new school year with the Academy of Finance at Sanderson High School. As you know, you are part of a signature program of the Wake County School System and I am proud to have the opportunity to be part of the team as the Director of the AOF.

I wanted to take a moment to express how much I am looking forward to working with everyone for the upcoming school year. I am very excited about the opportunities we are able to give our students this year. My work experience has offered me the opportunity to work for a variety of different financial institutions. I am looking forward to using this experience to help equip the AOF students for career opportunities in the business world. My background in business as well as my teaching experience coupled with the leadership team backing of the school administrators and the AOF board our program is poised for strong structure and curriculum programming.

I welcome the opportunity to work with each of you this coming school year.. Please feel free to give me a call or send me an email if you have any questions 19-881-4800 ext. 24834 or [amelton2@wcpss.net](mailto:amelton2@wcpss.net).

Thank you,

Angelica Melton  
 Academy of Finance Director

**ACADEMY OVERVIEW**

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The Wake County Public School System (WCPSS) Career Academy of Finance Program, was started at Sanderson in 1995, and is a member program of the National Academy Foundation (NAF). NAF was founded as a partnership between educators and the business community. Its mission is to sustain a national network of career academies to support the development of America's youth toward personal and professional success in high school, in higher education, and throughout their careers. The Academy of Finance will provide you and your peers the knowledge and skills needed in business finance to become career and/or college ready.

There are many benefits to being a student in the AOF Program. You will be introduced to broad career opportunities in the financial and business industries through courses that you will take and various exciting enrichment activities that are only offered to AOF students. You will be given the opportunity to complete an internship between your junior and senior years. The Academy offers students a way to earn college credits while in high school. The Academy also awards scholarships to AOF students based on grades, participation, community service and overall business attitude. Plus, you will receive a NAF Certificate of Financial Studies and our new College and Career Ready Certification in addition to your high school diploma when you graduate. All these things will help give you a better opportunity for acceptance in to universities and help you to be better prepared for successful careers.

We are a student driven program that encourages all members of the program to be responsible leaders.

For more information on NAF: [www.NAF.org](http://www.NAF.org)

For more information on AOF: [www.shsaof.com](http://www.shsaof.com)

#### WHAT SETS OUR STUDENTS APART?

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The Academy of Finance at Sanderson High School is part of a much larger network of over 600 academies in the United States

There are currently 208 Academies of Finance. 22 are considered Distinguished



The Sanderson High School Academy of Finance is a Distinguished Academy

We are a part of NAF Track Certified program

100 % of Academy students graduate from high school

100 % go on to two or four year colleges, or are ready for the workforce

Students receive special graduation ceremonies and access to awards and scholarships

Graduates acquire the problem solving, teamwork, and critical thinking skills necessary to succeed in higher education and beyond

Graduates are more prepared for employment and have more positive career outcomes

Students graduate with a Certificate of Financial Studies

Students are able to obtain NAF Track Certification

Students that are NAF Track Certified:

- Make the connection between their high school coursework and their futures
- Reflect on their own learning in order to set goals for continuous improvement
- Gain proficiency in taking online assessments, which are becoming more prevalent in higher education
- Demonstrate the hard and soft skills they develop throughout their academy experience
- Get on track to NAFTrack Certified Hiring, a commitment made by top companies to give special consideration to NAFTrack certified job applicants





# NAFTrack

CERTIFIED HIRING

Several of America's top companies have committed to **NAFTrack Certified Hiring**, a promise to give special consideration to college students and eventual job applicants who, as high school graduates, earned the NAFTrack Certification.

Together, NAF and corporate partners crafted the pioneering NAFTrack Certification which will be used to signify students as NAFTrack certified. This rigorous and comprehensive assessment system evaluates students on academic proficiency, project execution, and internship performance.

These companies' recognition of NAFTrack Certification makes it a true differentiator in the hiring process, as it holds real value to both the applicant and the employer. With millions of unfilled jobs in the US - particularly in STEM fields - this partnership between education and business is key to closing the skills gap and improving how we prepare and train Americans for work.

Our partners are committed to meaningfully recognizing NAFTrack certified graduates in otherwise equally qualified talent pools by providing their selection of NAFTrack benefits.

## NAFTrack Partners

AT&T	KPMG LLP
Cisco	Lenovo
EMC	Promontory Financial Group, LLC
HP	
JPMorgan Chase	Verizon
Juniper Networks	Xerox

## NAFTrack Benefits Can Include

- Pre-interview and resume support
- Guaranteed interviews in equally qualified applicant pools
- Potentially expedited advancement in the hiring process
- Priority hiring among equally qualified applicant pools
- Potential for higher starting salaries
- Applicant feedback and coaching post interview
- Paid high school and college internship opportunities
- Support to ensure more NAFTrack certified graduates attend the postsecondary institutions where NAFTrack partners recruit



NAF.ORG



### ACADEMY OF FINANCE COURSES

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The Academy of Finance is a 4 year academic program. Students will be exposed to a numerous amount of opportunities to set them up for success. In order to graduate with the National Academy Foundation credentials and be recognized and eligible for preferential hiring and scholarships, the students need to follow one of the two course of studies:

#### **Finance Pathway - Honors**

9<sup>th</sup> Grade – Ethics in Business Honors/Financial Planning Honors

10<sup>th</sup> Grade – Business Economics Honors/ Applied Finance Honors

11<sup>th</sup> Grade – Microsoft Excel Honors

Financial and Managerial Accounting Honors

Summer Internship

12<sup>th</sup> Grade – Wake Tech College Courses (6 credit hours)

#### **Marketing Pathway**

9<sup>th</sup> Grade – Ethics in Business Honors/Financial Planning Honors

10<sup>th</sup> Grade – Business Economics Honors/ Applied Finance Honors

11<sup>th</sup> Grade – Microsoft Excel Honors

Entrepreneurship I Honors

Summer Internship

12<sup>th</sup> Grade – Wake Tech College Courses (6 credit hours)

**\*\*These courses may be rearranged by the Academy director and in individual cases per student when necessary\*\***

**\*\* The summer internship is mandatory in order to graduate with the AOF certifications, the class will count as an Honors Credit. Students need to find their own internships that meet WCPSS requirements\*\***

**\*\*Internships have to be 135 hours and must be a position that is not normally held by high school students. \*\***





## ACADEMIC EXPECTATIONS

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The Academy of Finance is a **rigorous academic program** that will ensure students are successful during and after high school. In order to maintain the integrity of the program the following academic expectations are enforced.

- Students are expected to maintain a minimum of 2.5 GPA at the end of each quarter.
  - Students that do not meet these requirements will be in a probationary period. The stipulations of probation will be in specified in a letter on a case by case basis.
- Students must pass all Academy of Finance required classes in order to graduate with the program certifications.
  - In the event that a student does not pass an academy class, the student will be required to retake the class.
- A 2.5 GPA is required for students to take the Business Wake Tech Classes at Wake Tech Community College. This class is at NO COST to students and transfers to 4 year universities.
  - Students that are not able to take the Wake Tech class will still graduate with AOF certification but will not receive distinction
  - Distinction is specified in the certificates and by wearing honor cords at graduation.
  - **Students are responsible for the cost of the books required for the classes.**



## AOF POLICIES AND EXPECTATIONS OF STUDENT CONDUCT

**Students are expected to act in a positive and professional manner and to contribute to a productive environment that is free from harassing or disruptive activity.**

Students are expected to be an example of the Academy both inside and outside the classroom.

**Automatic dismissal from the program may result from continuing disciplinary problems or after a suspension from school.**

**Students are to adhere to all SHS and WCPSS conduct guidelines including but not limited to: Students are expected to refrain from any discriminatory behavior against any person on the basis of gender, race, color, religion, national origin, sexual orientation, age or disability.**

- Students shall comply with all directions of school personnel or volunteers who are authorized to give such directions and exhibit appropriate respect towards school personnel and volunteers.
- Being tardy to class, skipping class/school, leaving campus without permission, or being in an unauthorized area is prohibited.
- Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment.
- Student shall adhere to teacher policy when utilizing wireless communication devices, including but not necessarily limited to, cell phones, pagers, two-way radios, CD/ MP3 players, and electronic games, or any laser pointer.
- Students shall not possess, display or use any tobacco product including but not limited to cigarettes, e-cigs, vapes, dab pens etc.

**The following Level II policies can be punishable with up to a 5 day suspension:**

**II-1 Integrity** - Any student who engages in or attempts to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action. The following actions are specifically prohibited:

- **Cheating**- giving or receiving of any unauthorized assistance on academic work.
- **Plagiarism**- copying the language, structure, or idea of another and representing it as one's own work.
- **Falsification**- verbal or written statement of any untruth.
- **Violation of software copyright laws**- unauthorized duplication of computer software (computer piracy), printed material related to computer software, and/or the use of pirated computer software.

**II-2 Inappropriate Literature, Illustrations and Images** - The possession of literature, illustrations, or other images which significantly disrupt the educational process or which are obscene is prohibited.

**II-3 Violation of computer access** - No student shall engage in conduct prohibited by Policy 6446. (Reference entire policy)





**II-4 Class/Activity Disturbance** - Any physical or verbal disturbance which occurs within the school environment and which interrupts or interferes with teaching or orderly conduct of class/school activities is prohibited.

**II-5 School Disturbance** - No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct, cause the disruption of any lawful function, mission, or process of the school

**II-8 Property Damage:** No student shall intentionally damage or attempt to damage or deface school property, or personal property.

**The following Level III policies can be punishable with a long term suspension:**

**III-1 Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia:** No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire or attempt to distribute or sell, purchase, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior. [Policy 4309](#)

The Academy of Finance prides itself on maintaining a positive image at all times. Students are a direct representation of that and should be on their best behavior while in the program.

Various opportunities are offered for students to participate off campus. All policies and procedures apply while on a school related trip.

**\*Students will be placed on probationary status following any in-school suspension\***



## FUNDRAISERS & FEES

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The Academy offers students exceptional learning opportunities outside the classroom.

These are possible due to the tremendous amount of support from the AOF family. In order to continue providing students with these experiences at a low cost, the academy participates in 3 fundraisers a year.

- Students are required to pay a \$25 yearly membership fee that includes a tshirt.
- Students are expected to participate in all fundraisers. Participation in the Golf Tournament Raffle Ticket sale is mandatory.
  - September – Yankee Candle
  - November – Pie Sale
  - March/April – Golf Tournament
    - Students can choose to make a donation to the academy in lieu of participating in the fundraisers.
    - A minimum dollar amount will be expected per fundraiser. This amount is determined by the AOF officer team.

**\*\*Students that fail to participate in the fundraisers will be asked to pay full retail price for any activity or field trip related to the Academy of Finance\*\***

## EDUCATIONAL LEARNING EXPERIENCES

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Academy Students are able to participate in various educational experiences throughout the year by grade level. These include but are not limited to:

- |                                |                        |                 |
|--------------------------------|------------------------|-----------------|
| ● Credit Suisse                | ● UNC CH               | ● CapTrust      |
| ● Coastal Federal Credit Union | ● NC State             | ● NYC           |
| ● Carolina Hurricanes          | ● Elon University      | ● Atlanta       |
| ● Etiquette Dinner             | ● Fidelity Investments | ● Senior Dinner |
|                                | ● Academy Socials      | ● Lenovo        |

\*Trips may vary depending on availability, interest and funds available\*

### Lunch and Learn Sessions:

The Academy of Finance will offer 9 Lunch and Learn Sessions. Themes will include but are not limited to: managing credit, taxes, communication, resumes, networking, professional dress, investing and paying for college.

Students are **required to attend 3 out of the 9 session** in order to remain in good standing.

Sessions will be held once a month during all lunches. Students attend during their lunch period on the day of the lunch and learn.



## GOOD STANDING

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The Academy of Finance only accepts a select number of students per year. We provide students with extraordinary experiences and opportunities that are not available to everyone. These opportunities set our students apart and increase their ability to be successful.

In order to remain in good standing a student must:

Adhere to all academic and conduct policies specified above

Participate in the fundraisers.

Attend 3 out of 9 Lunch and Learn Sessions

Attend required events for each grade level (ex. Pinning ceremony for new members)

\*In the event a student is not able to attend a mandatory function, arrangements will be made on a case by case basis between the student and the academy director\*

## PROBATION

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We believe that everyone deserves a second chance. In the event that a student does not adhere to the policies set forth by the academy, the student will be put on a probationary status.

Students will receive a letter stating the reasons for the probation, implications of probation, return to good standing and failure to remediate.

While on probationary status, the student will not be able to attend any off campus trips or events.

At the end of the probationary period, students will be re-evaluated.

Reasons for probation include but are not limited to:

- Academic standing
- Class disruptions
- Continuous behavior issues
- Harassment or bullying of other students
- ISI
- OSS

\*Aggravating circumstances will result in immediate removal from the Academy of Finance\*



# Sanderson High School Career Academy

## Memorandum of Understanding

If selected as a member of the Academy program, I understand that:

1. I am making a commitment to the full four (4) years of the program that includes the courses outlined in the curriculum sequence.
2. Regular updates may be sent home via email to both the Academy member and parent/guardian. It is necessary for me to have a valid email address on file.
3. I must report to Academy activities and job shadowing opportunities dressed appropriately in business attire and/or our specified Academy uniform.
4. After graduation I will be expected to fill out a yearly information sheet, keeping the Academy Coordinator updated of my progress.
5. I must maintain academic excellence while enrolled in the Academy. This includes striving to maintain a cumulative GPA (weighted) of a 2.5 at the end of each academic year. Dismissal from the program may result if my GPA falls below this standard. (A performance improvement plan will be completed before being removed)
6. All academy students must complete academy requirements (i.e. course selections, job shadowing, internships, field experiences, academy nights, college course, fundraisers etc.) to graduate from the career academy.
7. Automatic dismissal from the program will result from continuing disciplinary problems with any teacher or after a suspension from school.
8. Participation and/or support of scheduled academy meeting/activities is expected of all members. My participation will be documented in the work-based learning portfolio that will be maintained throughout my Academy experience.
9. A \$25 yearly fee is mandatory each year. Financial assistance is available for need based students.
10. If I have any questions or problems regarding any aspect of the Academy program, I can contact the Academy Coordinator, Mrs. Angie Melton, at 919-881-4800 or amelton2@wcpss.net.

I understand that being accepted into this program, I am committing myself to be an Academy participant during my entire high school career. It is also understood that it is the goal of the Academy Coordinator to help me complete this program successfully.

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Student Signature/ Date

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Parent Signature/ Date



## STUDENT EMERGENCY CONTACT FORM

Name \_\_\_\_\_

### **Personal Contact Info:**

Home Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

### **Emergency Contact Info:**

(1) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

Work Telephone # \_\_\_\_\_ Employer \_\_\_\_\_

(2) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

Work Telephone # \_\_\_\_\_ Employer \_\_\_\_\_

### **Medical Conditions:**

\_\_\_\_\_  
\_\_\_\_\_

- I have voluntarily provided the above contact information and authorize the Academy of Finance and its representatives to contact any of the above on my behalf in the event of an emergency.
- I have read and understand the expectations as an Academy of Finance student as stated in the handbook.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

