



Career Academy for International Culture and Commerce

2025-2026

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

1951 Gulf to Bay Blvd

Clearwater, FL 33765

(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.

What your Membership Fee helps support:

- Field trip assistance
- Program equipment and supplies
- Classroom supplies
- Year-end banquet
- Clerical support

CAICC Boosters also assist with the following:

- 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
- 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 Field Trip Credit Account**; *in order to maintain your existing student account and participate in Booster earning opportunities, you must join Boosters each year.*

Booster Club Meetings Dates

NEW MEETING TIMES

- ***Meetings are held at 6:30 pm on the first Monday of each month and ending in April unless otherwise announced.***

New Student CAICC Meeting – August 25, 2025

1st CAICC Meeting for all Families – September 8, 2025

October 6, 2025

November 3, 2025

December 1, 2025

January 12, 2026

February 2, 2026

March 2, 2026

April 6, 2026

May 4, 2026

Community Sponsorship Opportunities

The Career Academy is self-supporting and has many expenses in order to keep the office running; these include:

- field trip assistance and scholarships
- mailings
- chaperone fees
- staff training seminars, including VEI (Virtual Enterprises International) curriculum
- MOS certifications
- CAICC International Trade Show

Your Community Sponsorship 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 over 200 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.

Note: for 2025-26 school year, the field trip schedule could be altered

Please consider CAICC when making your or your business's charitable contributions this year! Donors will be recognized on the CAICC website and at our Annual Passport to Italy Event.

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. We also accept Visa, MasterCard, and Discover

CAICC Field Trips

- *Note: For 2025-26 school year, Field Trips will be announced once approved.*

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 to this program and therefore **Mandatory** for all CAICC students. CAICC staff works diligently to ensure that all field trips are educational and enjoyable for all students.

If a student is unable to attend for any reason, she/he must submit a note to Janeen Watkins, Director of CAICC, and may have to complete an extra assignment that could affect the student's grade.

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 business casual 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.*

DRESS CODE:

Required Academy Polo/or Field Trip Shirt

Pants: khaki or black

Skirt/Capris Khaki or black (**business length**)

Only if Staff agrees some field trips will allow shorts but not short ones.

Inappropriate attire includes:

- Denim (jeans) of any kind
- Overalls, shorts, skorts, yoga pants, gym shorts, or bike shorts
- Flip-flops, slippers
- Hats (allowed for Tarpon Springs Sponge Dock Tour)

****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.***

Field Trip Costs

****Prices are approximate costs****

Freshman – Ybor City with lunch \$50.00
Tarpon Springs Sponge Docks with lunch \$50.00
Sophomores – Monin Fee \$25.00
Universal Studios overnight trip \$350.00
Juniors – Savannah, Georgia 4 day trip - \$550.00
USF St Pete Campus Tour - \$15.00-\$25.00
Seniors – New York City 4 day trip - \$1700.00
Raymond James Trip - \$20.00

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 <https://www.pcsb.org/studentaccidentinsurance>
2. Click on “**Enroll For Student Accident insurance.**”
3. Type in required information, pay by credit card or E-Check
4. “Low Option” is all that is required for CAICC field trips.

Once the insurance has been purchased, please **email the confirmation page/ receipt to Kristopher Foote in the Academy Office** footek@pcsb.org.

If you have obtained school insurance for sports participation, Drama, Band, or other clubs, you do not need to purchase again, but please print out or email an additional receipt and send this in to Kristopher Foote for the Academy records.

CAICC Field Trip Accounts

Students and parents may participate in CAICC Booster-sponsored earning opportunities in order to pay for CAICC curriculum-based field trips.

Families MUST join the Booster Club each year in order to fundraise and earn money for their student's trips.

The students may use these fundraising credits (Each dollar earned equals 1 credit) 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.*

Per District policy, students must use these fundraised monies exclusively for CAICC field trips; therefore, ***no student may have more than 2,200 credits in his/her account at any time.*** If a student earns over this amount, the credits will be placed in the CAICC General Fund to be used for student scholarships and other academy expenses. *Only credits earned through CAICC Booster-sponsored efforts may be allocated to these accounts; no direct donations or deposits are allowed.*

If a student leaves CAICC or upon graduation from Clearwater High School, any credits remaining in his/her balance may be allocated to a sibling who is in the program. Please notify the CAICC Booster treasurer prior to June 30th of the current school year, if any changes need to be made. ***Otherwise, the balance and/or any credits collected over the cap will be credited to the Booster Club General Fund. Remember: all credits raised are fundraised funds for CAICC Boosters.***

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 field trip credit account, and their current balance, as well as any additional contributions, will be transferred to the CAICC General Fund. Moreover, once the senior trip has been fully paid for, a CAICC student may no longer contribute to his/her field trip credit account, and any remaining balance will be transferred to the CAICC General Fund.

If you have any questions or concerns about these policies, please contact the CAICC Treasurer and/or the CAICC Executive Board.

CAICC Field Trip Account

CAICC Student: _____

Graduation Year: _____

[illegible]

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—2025-26

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Clearwater, FL 33764
(727)298-1620
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CAICC / AICE Coordinator

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FBLA – Future Business Leaders of America

TBD

CAICC Booster Club Officers

2025-26

OFFICE	NAME	PHONE	EMAIL
President	Carrie Klinefelter	727-647-7974	Carrie.klinefelter@gmail.com
Co-President	Christin LeFleur	727-709-3291	Havfaith4tomorrow@gmail.com
Membership Chair	Anna Myers		myersann@pcsb.org
Academy Shirts	Theodora Bousdoukos		theodorabousdoukos@gmail.com
Treasurer	Chris Bailey	813-625-2057	baileyc529@aol.com
Secretary	Cathy McCarthy	727-432-0831	Pa2fla@hotmail.com
Hospitality Chair (campus events)	Open Position		
School store - Events	Open position		
Senior Class Rep	Allison Keleske	727-743-6036	Caicc2026@gmail.com
Junior Class Rep	Helen Ambugey		ahelen76@gmail.com
Sophomore Class Rep	Maryanna Conner	727-460-2946	Caicc2028@gmail.com
Freshman Class Rep	Clint Snedeker	727-643-4827	caicc2029@gmail.com
Passport to Italy Co-Chairs	OPEN POSITION Junior Parents		
Fundraisers Chair	Carrie Klinefelter / Jennifer Stegura	727-647-7974 / 727-423-3004	carrie.klinefelter@gmail.com / jenn@skinnywaterculture.com
CAICC Website/ Facebook	Website –Allison Facebook – Carrie K		
Student Historians		Open Position (12), Korbin Ambugey(11), Panagioti B (10) Open Position (9) -	
Field Trip Coordinator	Lisa Kelly	727-463-8867	Caicc2023@gmail.com

CAICC Curriculum Sequence

Freshman Year

Global Studies & Digital Information Tech (DIT)

- If the student already completed DIT in middle school their course title is changed to Blueprint for Professional Success to keep them enrolled and with their CAICC cohort.
- DIT satisfies the “Arts” requirement for graduation.
- If a student earns a B or higher (in both semesters) they may earn CGS1100 credit at SPC worth 3 college credits.

Sophomore Year

International Business Systems (IBS)

- If a student earns a B or higher (in both semesters) of IBS they may earn GEB1011 credit at SPC worth 3 college credits.

Junior Year

International Finance and Law (IFL)

- If students earn a B or higher (in both semesters) of IFL they may earn GEB1011 credit at SPC worth 3 college credits.

Senior Year

Business Internship

VEI Virtual Enterprises International

- If students earn a B or higher (in both semesters) of Business Internship they may earn GEB1011 credit at SPC worth 3 college credits.

Certifications offered through CAICC

Passing certification may result in earning credits at SPC

- INTUT002 – Entrepreneurship and Small Business (ESB)
- PRMIN004 – PMI Project Management Ready
- PROSO031 – Certified Internet Web (CIV) Social Media Strategist
- INTUT004 – Intuit Certified Bookkeeping Professional
- KNOWL002 – WordPress Certified Editor

Passport to Italy

Details on Passport to Italy for the 2025-26 school year are TBD.

This year CAICC will host its 33rd annual **Passport to Italy 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.

Only Junior Class CAICC students are given the opportunity to be servers for the evening. These students' families must be members of the CAICC Booster Club, and those who work will benefit from the evening's proceeds. Students who work the event are also expected to sell tickets and must donate and/or solicit at least one item for the Silent Auction. CAICC Juniors who are working the event are required to wear their CAICC polo shirts and khaki or black slacks.

In addition, each CAICC family is expected to donate and/or solicit at least one item for the Silent Auction. Each student is also expected to sell tickets for the dinner. A portion of each ticket sold by the student goes directly into that 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