



2019-2020 HANDBOOK

William T. Dwyer High School
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Mr. Corey Brooks
Principal

Mrs. Emily Ferris
Choice Academies Coordinator

ACADEMY OF FINANCE HANDBOOK 2019-2020

This handbook is provided to *supplement* the official student/parent handbook for William T. Dwyer High School. The activities and projects covered are specific to the Academy of Finance. For general information on school policy please refer to the SDPBC handbook.

Administration

Mr. Corey Brooks, Principal

Assistant Principals

Curriculum	Mrs. Shannon Farrell
Students A - E	Ms. Brenda Winfrey
Students Em - La	Mr. Paul Wojciechowsky
Students Le - Ri	Mr. Michael Smith
Students Ro - Z	Ms. Tiffany Wilkes

Coordinators

Athletic Director	Mr. Tom Pagley
ESE Coordinator	Mrs. Chris Huff
ESOL & AVID Coordinator	Ms. Kristin Samartino
Choice Academy Coordinator	Mrs. Emily Ferris
Testing Coordinator	Mrs. Kaitlyn Thomas

Guidance

Students A - Cl	Ms. Fercella Panier
Students Co - Go	Ms. Donna Masterson
GStudents Gr - La	Ms. Deanna Schneider
Students Le - Mo	Ms. Mary Faith Saavedra
Students Mu - Se	Ms. Sulimar DeJesus
Students Sh-Z	Ms. Towanda Little

Academy Staff

Freshmen	Mrs. Emily Ferris	emily.ferris@palmbeachschools.org
Freshmen	Mrs. Faye Gillespie	faye.gillespie@palmbeachschools.org
Soph/Junior	Ms. Maria Lake	maria.lake@palmbeachschools.org
Fresh/Jr/Senior	Mr. Darrell Schwartz	darrell.schwartz@palmbeachschools.org

STAY CONNECTED AND INFORMED

William T. Dwyer High School

Website: www.wtdh.palmbeachschools.org

School Information / Our Programs / Academy of Finance

Facebook: William T. Dwyer Guidance Department

Updated regularly with pertinent school information, scholarship notices, etc.

Twitter: William T. Dwyer HS is @DwyerHS

Dwyer Guidance Dept. is @Dwyer_Guidance

Choice Academies is @DwyerAcademies

AVID is @DwyerAVID

Dwyer app! Available via iTunes and Google Play stores



Academy of Finance Parents

Foundation for Dwyer Academy of Finance, LLC

Website: www.dwyerfinance.org

Facebook: Foundation for Dwyer Academy of Finance

Future Business Leaders of America (FBLA)

National Website: www.fbla-pbl.org Twitter: @FBLA_National

Florida Website: www.floridafbla-pbl.com Twitter: @dwyerFBLA

Local Chapter Dwyer FBLA Twitter: @Dwyer_FBLA

We Are Dwyer Foundation

Website: www.wearedwyerfoundation.org

Facebook: We Are Dwyer Foundation

CAREER DEVELOPMENT PROGRAMS

The primary objective of these programs is to enhance the opportunities for students to successfully achieve academic, career, and life goals.

CERTIFICATION

Florida Department of Education legislative changes require that Academy students complete industry recognized certification. To meet this requirement, we will be offering Microsoft Office Specialist certification. This certification includes proficiency and use in Word, PowerPoint, and Excel and is integrated into grade levels.

FPL SOLAR POWER PROJECT



The Academy of Finance is proud to offer our juniors a unique and timely opportunity through a partnership with Florida Power & Light/NextEra Energy. Students are divided into teams and provided the specifics for a power generating solar farm which they will then analyze and determine the feasibility of investing the amount of money necessary to turn their plans into reality. At various times throughout the first semester, FPL will provide the students training in all required aspects to include revenues, expenses, depreciation, presentation skills, federal taxes and other operating expenses. These sessions will enable them to complete their financial models and prepare them for the culminating event when they will present their findings to a panel of experts and ask them for the financial backing to build their farm. Scholarships are awarded to the winning team after the presentation of the projects.

Curriculum

Aug. 29 – Project Kickoff
Oct. 28 – Zodiac Financial Board Game
Module 1 (Revenues)
Module 2 (Expenses)
Module 3 (Debt & Depreciation)
FPL Corporate Tour Field Trip
Module 4 (Expenses After Gross Profit)
Module 5 (Cash Flows & Project Analysis)
Presentation Skills
Finalize PowerPoint Presentations
Competition and Awards Presentations

SUMMER INTERNSHIP

The Financial Internship Program is scheduled to run for six weeks during the summer following the junior year. The student intern must work a minimum of 150 hours to earn one credit and be paid for work performance according to the federal guidelines, and not less than the minimum wage. We encourage all students and parents to plan during the school year for the Internship. Do not wait until May to secure an internship position. Academy students **must** complete the internship program to receive the Academy of Finance completion certificate from the State and cord for graduation. **In addition, students must successfully complete the internship course to maintain current status in the Academy of Finance.**

A portion of the junior's final quarter grade for Economics and Financial Services will include a grade for internship paperwork turned in and completed. **We encourage all students, parents, and business partners to assist in establishing internship opportunities.**

INTERNSHIP GOALS

- ❖ Increased awareness of the need for higher levels of education
- ❖ Exposure to business processes within the organization
- ❖ Ability to use skills and knowledge in the areas of teamwork, computers, organization and time management in a business setting
- ❖ Provide for further clarification of career interest

PROFESSIONAL DRESS CODE

BOYS	GIRLS
<p>APPROPRIATE</p> <p><u>Preferred:</u> Conservative suit* or sport jacket along with the following:</p> <p><u>Minimum:</u></p> <ul style="list-style-type: none"> ● Conservative dress slacks: navy, grey, black, brown ● Dress shoes: tie or loafers ● Dress belt: pants are to be worn and belted at the waist ● Socks: dark, non-athletic socks at least mid-calf length so no skin shows when you sit ● Long-sleeved dress shirt: solid or small conservative stripe or check. MUST BE IRONED ● Tie: appropriate, stripe, solid or pattern <p>*Juniors must wear full suit for FPL</p>	<p>APPROPRIATE</p> <p><u>Preferred:</u> Conservative pant suit* along with the following:</p> <p><u>Minimum:</u></p> <ul style="list-style-type: none"> ● Business pantsuit (must include a jacket and pants) ● Tailored blouses or shirts: solids or small coordinating prints. MUST BE IRONED ● Closed-toe dress shoes and heel business dress shoes ● All clothes must be modest in style and in fit <p>*Juniors must wear full suits for FPL</p>
<p>AVOID</p> <ul style="list-style-type: none"> ● Jeans or pants of jean construction ● Sneakers or any casual shoe, including topsiders ● White socks and/or athletic socks (of any color) ● Short-sleeved shirts; or bold stripes/patterns ● Gimmicky, distracting colors or designs 	<p>AVOID</p> <ul style="list-style-type: none"> ● Dresses or skirts ● Sleeveless or sheer (see-through) tops ● T-shirt material tops ● Pants of jean construction, regardless of fabric ● Tight - fitting pants or jeggins ● Tight - fitting and/or revealing blouses ● Excessive, distracting jewelry ● Sandals or open-toed shoes ● Visible undergarments

AT ALL TIMES:

1. Remember: like it or not, you are immediately judged by your appearance.
2. Everything should be clean, fit properly, and preferably wrinkle-free.
3. Hair should be clean and neat.
4. No missing buttons, no lint; and don't forget to remove external tags from new clothes.
5. Shirts sleeves rolled down; shirt tucked in; ties tied and cinched.

BUSINESS CASUAL DRESS CODE

The following dress code must be followed on “Business Casual” days. On those designated days, students must either wear the Business Casual attire as detailed below, or follow the **full** Professional Dress Code.

BOYS

- Academy of Finance Business Casual shirt (Dri-Fit Polo Shirt, navy with Academy of Finance logo)
- Casual dress pants: Black, Brown, or Khakis, “Dockers” type pant **NO JEANS**
- Shirts must be tucked in, sleeves rolled
- Closed shoes and socks (**NO SNEAKERS**)
- Pants must be worn at the waist with a belt

GIRLS

- Academy of Finance Business Casual shirt (Dri-Fit Polo Shirt, navy with Academy of Finance logo)
- Casual dress pants: khakis, “Dockers” type pant. **NO JEGGINS, SKINNIES OR JEANS**
- Closed shoes (no sneakers)
- Belt, if pant is styled with belt loops and shirt is tucked in.

AS ALWAYS:

- Remember: like it or not, you are immediately judged by your appearance
- Everything should be clean, fit properly, and preferably wrinkle-free
- Hair should be clean and neat
- No missing buttons, no lint; and don't forget to remove external tags from new clothes

SCHEDULE OF SPECIAL ATTIRE DAYS

Academy of Finance students will be required to dress in their professional business attire, or their business casual attire, every Wednesday on which they have their Academy class.

PROFESSIONAL ATTIRE DAYS:

Wednesdays between the 1st and 15th of each month

BUSINESS CASUAL ATTIRE DAYS:

Wednesdays after the 15th of the month

Note regarding Business Casual:

Students may substitute only full Professional Attire on Business Casual Days.

Students may NOT substitute Business Casual on Professional Attire Days.

Professional Dress begins for **ALL Students** in September.

Business Casual Dress begins for 10-12th students in August. Freshmen will be advised on a start date upon receipt of their casual dress polo.

MAKEUP DAYS FOR EXCUSED ABSENCES:

If a student is absent on a Professional/Business casual attire day, they can receive credit for the assignment **ONLY** if he/she presents an excused absence note and dresses in the missed attire assignment **FOR HIS/HER NEXT SCHEDULED ACADEMY CLASS**.

Failure to adhere to the dress policy/makeup requirements may result in a lower grade for the assignment. Points are deducted for each part of the dress missing or incorrectly worn, i.e belt, socks, etc.

FUTURE BUSINESS LEADERS OF AMERICA

WHERE LEADERSHIP BEGINS!

What is FBLA?

Future Business Leaders of America (FBLA) is a non-profit local, district, state and nationally affiliated organization for all secondary students. **FBLA is an integral part of the Academy of Finance curriculum.**

As an integral part of the instructional program, FBLA provides additional opportunities to develop career supportive competencies. Additionally, FBLA promotes civic and personal responsibilities.

The first major FBLA activity will be the District Fall Leadership Rally held on November 1st at the Palm Beach Marriott. Students will attend leadership seminars, network with members from around the District, compete for chapter prizes, and have the opportunity to hear a motivational speaker. Students must be dressed in professional attire.

LEADERSHIP CONFERENCES

District Fall Rally	November 1
District Online Competition	January 14-17
District Performance Competition	January 23
District Award Ceremony	January 28
State Competition - Orlando	March 12-15
National Competition- Salt Lake, UT	June 29-July 2

For more information about FBLA, please visit the following websites:

National Site

www.fbلا-pbl.org

Florida Site

www.floridafbلا-pbl.com

Dwyer FBLA on Twitter

[@Dwyer_FBLA](https://twitter.com/Dwyer_FBLA)



What Leadership Opportunities are available?

During the year FBLA offers many leadership opportunities:

Officer Positions:

The Offices of President, Vice President, Secretary, Treasurer, Reporter, Parliamentarian, Historian, and class Representatives, will be selected at the start of the school year. Any interested members must apply and be interviewed for nomination by FBLA Advisers. Those members who are selected through the interview process will record campaign speeches that will be presented to the membership, and a general election by the members will determine the outcome for these vacant positions.

Committee Chairs and Members

Throughout the year we will be recruiting members to serve on various committees.

What are District, State, and National Competitions?

We strongly encourage all AOF students to compete at the District level in various areas of business. From this level, students may advance to State and National competitions. Students are recognized at each level of competition with trophies and certificates for their outstanding performance. The events are either written, skill, or performance events. Events are either teams or individual. Event guidelines can be found on the State website. Selection of events will take place in Nov./Dec. District Competition fees are included in the AOF fees. A sample of contests are included, but not limited to:



LEADERSHIP HAPPENS WHEN PREPARATION MEETS OPPORTUNITY

COMPETITIVE EVENTS include but aren't limited to:

- *Accounting 1
- *American Enterprise Project
- *Banking and Financial Systems
- *Business Calculations
- *Business Communications
- *Business Ethics
- *Business Financial Plan
- *Business Plan
- *Business Procedures
- *Computer Applications
- *Computer Game and Simulation Programming
- *Digital Design & Promotion
- *Digital Video Production
- *E-Business
- *Economics
- *Electronic Career Portfolio
- *Emerging Business Issues
- *Entrepreneurship
- *Future Business Leader
- *Global Business
- *Graphic Design
- *Introduction to Business
- *Introduction to Business Communications
- *Introduction to Business Presentation
- *Intro to FBLA
- *Introduction to Financial Math
- *Introduction to Parliamentary Procedures
- *Intro to Public Speaking
- *Introduction to Technology Concepts
- *Impromptu Speaking
- *Job Interview
- *Management Decision Making
- *Mobile Application Development
- *Parliamentary Procedures
- *Personal Finance
- *Public Service Announcement
- *Public Speaking
- *Publication Design
- *Social Media Campaign
- *Spreadsheet Application
- *Technology Concepts

COMMUNITY INVOLVEMENT

COMMUNITY SERVICE

Community Service is an important component of the Academy of Finance. Each student is required to complete twenty hours of community service during each semester. The twenty-hour requirement will be included in the students' 2nd & 4th nine-week's grade for the marking period.

****2 hours per semester must be performed with an AOF/Foundation Function****

Students should complete the community service form that can be obtained in the guidance office. The completed form should be shown to your AOF instructor for credit. It is the responsibility of the student to make a copy of the community service form before turning the form into guidance. All copies should be placed in the students' AOF portfolio.

Community Service Guidelines

Community Service is defined as volunteer service for a **non-profit agency**. Community service activities are those which students perform to benefit at least one other unrelated person and for which they receive **no compensation or academic credit**. In most cases students will be working under the auspices of an organization-town government, school, non-profit organization, hospital, nursing home, or newspaper. Service to benefit for-profit businesses is NOT applied to this requirement. If you are uncertain, it is advised you check with your teacher BEFORE performing the work.

What do you gain from community service participation?

The academy recognizes community involvement as a factor necessary in the growth and development of our students. The main objective of volunteering is to develop leadership in young people and to provide a means by which young people can commit their energy and enthusiasm to improving the quality of life in our community, as volunteers in many non-profit organizations.



Benefits of Volunteering

- * Develop Leadership Skills
- * Make new friends
- * Help choose a career
- * Obtain college and job references
- * Learn new skills
- * High School Incentive Awards
- * Help other people and the community
- * Required for graduation



The Academy of Finance is proud to partner with Oneblood. The AOF students organize and host four to five blood drives throughout the school year. The drives are held on campus from 7:30 – 3:00 pm with registration in the foyer of the Auditorium.

We welcome students, parents, and community members to donate to this important cause. Along with assisting our community through donations, our Academy raises scholarship funds.

For each pint donated Oneblood gives \$20.00 in scholarship funds. Since its inception, over \$60,000 has been awarded to Dwyer Seniors.

In addition, students can earn 2 hours of Community Service for each successful regular donation or 4 hours for a successful plasma donation.

Blood Drive Dates*

September 17th

November 14th

January 18th

March 14th

*Dates subject to change

PARENT INVOLVEMENT

Foundation for Dwyer AOF

The Academy of Finance is pleased to have a very active group of dedicated parents. Parents and Business Partners are also encouraged to become involved in the Foundation for Dwyer Academy of Finance, a not-for-profit corporation established by families and business partners of the Academy in the spring of 2004. The Foundation was formed to make up for school district budget shortfalls and to assist in funding administrative support for the Academy.

During past years, parents have volunteered to serve in a wide variety of ways. In order to assist parents in becoming involved in their child's education, a list of opportunities is provided below. Be sure to fill out the parent volunteer sheet and return to your Academy teacher indicating the committees you would like to be involved with.

Parent Involvement Samples

***Community Service** – recruit community service opportunities for AOF students

***Bowling Night** – help organize and work family fundraiser night

***Miscellaneous Volunteers** – chaperones for AOF related activities; proctors for testing, bulk mailings, field trip chaperones

***Senior Night** – Underclassmen Parents to organize refreshments for graduating Academy seniors and their parents

***Fundraising**- assist in fall/spring fundraisers selling coupon books and Birdies for Children raffle tickets, or working at the SunFest soda stands.

We ask for 6 to 8 volunteers for each event so duties and time will be minimal. We appreciate everything you do: we just do not want you to overdo it! Please turn in your volunteer form at one of the meetings or send in to school with your student.

The Foundation for Dwyer AOF created 4 senior scholarships last year, each for \$2,500, to deserving Dwyer AOF seniors. A brief application and interview was held. They will again offer scholarships as well as an informational evening about this and all the scholarship opportunities for AOF students.

We welcome all families and business partners to become involved.

Suggested Donation Amounts and Honorary Placement

- \$2500 – Chairman Level
Academy Publications, Website, Event announcement and Dwyer Commencement
- \$2000 - \$2499 – Presidential Level
Academy Publications, Website, and Event Announcement
- \$1000 - \$1999 - Director Level
Announced in all Academy Publications and on our Website
- \$500 - \$999 – Business Partner
- \$250 - \$499 – Executive Level
- \$100 - \$249 – Member Level

The Foundation for Dwyer AOF will provide expert legal and financial consultants to assist with large donations and endowments.



EDUCATIONAL ENVIRONMENT

The Academy of Finance will provide an educational setting dedicated to the development of academic skills with a goal of creating responsible citizens. Teaching will take place in a structured classroom setting where limits are firmly established and understood.

HONESTY AND INTEGRITY

Academy students have a wide variety of opportunities in the classroom, school, and community. It is extremely important that the students exhibit conduct acceptable in both an educational and professional environment. Academy students are to conduct themselves in a manner showing respect for all persons and must adhere to the school code of student conduct. Honesty and integrity must be displayed in the classroom and in all school related activities. Students should understand that a violation of these guidelines will jeopardize their status in the Academy and their ability to participate in Academy activities.

GRADES

At the end of each semester, the Academy Coordinator will review Academy students' grades and discipline record. If a student does not maintain a 2.5 Grade Point Average overall and /or does not successfully complete his/her Academy Class, he/she will jeopardize their status in the Academy and their ability to participate in Academy activities. If a student fails a semester and does not make it up they will not receive a certificate of completion or AOF honor cords for graduation. They will be recommended for probation and possible exit from AOF if improvement is not seen.

ACADEMIC ASSISTANCE

Parents may call the Guidance Department at 625-7815 to schedule an appointment to meet with the student's teachers. Arrangements can also be made with individual teachers for the parents to receive a weekly progress report, if needed.

FIELD TRIP REQUIREMENTS

Students must have an acceptable academic standing and conduct record in order to participate in field trips. School policy requires that students use approved transportation for field trips. Parent permission slips should be returned at least 3 days prior to the trip.

In addition to permission slips a student will receive a Student Participation Form. This form should be signed by all of the student's teachers for the classes that they will miss while on the field trip. Completed forms should also be turned in at least 3 days prior to the date of the trip.

ACADEMY RECOGNITION

SENIOR AWARDS NIGHT - Spring

Purpose: Recognition of all Academy of Finance graduates and scholarship recipients.

Students who have successfully completed the five specialized finance courses will receive a Certificate of Completion in Finance from the State of Florida. Special Academy scholarships and awards will also be presented

during this event, such as the Future Business Leaders of America scholarship, Florida Power & Light/NextEra Solar Farm Project scholarships, OneBlood scholarships, the Patrick Daniel Harmes Memorial scholarship, Foundation for Dwyer AOF scholarships, and Palm Beach County Estate Planning Council scholarships

All AOF Seniors are expected to attend and celebrate!

