

Houston County Career Academy

2022-23

Student Handbook



1311 Corder Road
Warner Robins, GA 31088
478-322-3280 www.hcca.hcbe.net

Dr. Sherry Johnson, Principal
Dr. Walter Stephens, District Title IX Coordinator
Dr. Tonya Wallace, 504 Coordinator
Stephanie Burch, 2022-2023 Teacher of the Year

WELCOME FROM THE PRINCIPAL

Welcome to SUCCESS!! I am excited that you have chosen to attend the Houston County Career Academy (HCCA). The administration, faculty, and staff are eagerly looking forward to the 2022-2023 school year. The goal of HCCA is to provide students with job skills for employment prior to leaving high school and to provide employers with skilled workers. HCCA is a joint effort between the Houston County Board of Education, Central Georgia Technical College, Robins Air Force Base, Houston County Development Authority and local business and industry as represented by the Warner Robins and Perry Area Chambers.

Our **Mission** is to ensure a viable 21st century workforce for Houston County.

Our **Vision** is to become the premier model in the state of Georgia by offering a seamless pipeline of workers to high-demand careers in strategically identified industries.

To ensure your success, I ask that you embrace the beliefs that have been set forth.

Beliefs:

- Business and community partnerships are key to providing a viable 21st century workforce.
- Academic success leads to a knowledgeable and skilled 21st century workforce.
- Effective professional and student learning are relevant, rigorous, and project based.
- Career pathways provide focus and direction for post-secondary and workforce opportunities.
- Career Technical Student Organizations provide leadership opportunities, enhance learning, and promote graduation.
- Strong work ethics will yield a more employable, responsible, and productive 21st century workforce.
- Work-based learning gives students practical experience and develops confidence.
- The practical application of these beliefs will increase graduation rates, enhance communication skills, and build cooperative relationships.

This handbook is a resource intended for use and reference throughout the school year by students and parents. We hope it will answer your questions regarding policies, procedures, and instructional issues. If there are any questions, do not hesitate to ask any member of our staff for clarification. This is going to be a great year filled with rewarding accomplishments. Once again, welcome to the Houston County Career Academy where you too can be successful!

Sincerely

Sherry W. Johnson

Principal

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Houston County Career Academy Faculty and Staff 2022-2023

Administrative Personnel

Dr. Sherry Johnson, Principal
Dr. Tonya Wallace, Assistant Principal/Counselor
Sandi Couillard, Youth Apprenticeship Coordinator
Maura Williams, School Secretary/ATS
Ann Andes, Secretary/Bookkeeper

Support Personnel

Buddy Leatherwood, Lead Custodian
Marilyn Brown, Custodian

Instructional Staff

Cheronie Blunt, Criminal Justice
Stephanie Burch, Healthcare Science
Brian Cherer, Latin
Roy Falls, HVAC
Brandon Force, EMR
Brian Holcomb, Welding
Candace Hollingshed, AVF
Edgar Lopez, Automotive
Linda McDowell, Healthcare-Anatomy
Erin Morton, Teaching as a Profession
Kristie Norris, Fine Furniture/Cabinet Making
Angela Robitzsch, Nurse Aide
Al Rose, Industrial Systems
Joseph Rossi, Engineering
Tarrell Small, Cosmetology
Leon Towles, Barbering
Kristy Vest, Aircraft Structural
Eli Walker, IT
Suni Wilson, Culinary Arts

Paraprofessionals

April Barfield
Linda Flowers
Brandalyn Turner

HCCA Bell Schedule

2022-23

Regular Schedule

(M, W, Th, F)


8:00 – 9:25	1st – 2nd Periods
9:25 – 9:55	Planning (Travel time for students)
9:55 - 11:15	3rd - 4th Periods
11:30 -12:10	Lunch
12:10 - 1:10	Planning
1:15 - 2:32	6th - 7th Periods
2:40 - 3:30	Teacher planning
3:30 - 4:30	Teacher Extended Day

AO Bell Schedule

(Tuesday Only)

8:00 – 9:05	1st – 2nd Periods
9:05 - 9:25	From HCCA Travel Time
9:30 – 10:15	HCCA students AO Time at Home School
10:15 -10:35	To HCCA Travel Time
10:35 - 11:30	3rd - 4th Periods
11:35 -11:50	From HCCA Travel Time
12:15 – 1:30	Lunch/Planning
1:15 – 1:35	To HCCA Travel Time
1:35 - 2:32	6th - 7th Periods
2:32 – 2:52	From HCCA Travel Time
2:40 - 3:30	HCCA Teacher planning
3:30 - 4:30	HCCA Teacher Extended day

HCCA Positive Behavior Intervention and Support Matrix

 <p>WORK FORCE...</p>	<p>Parking Lot/Bus</p>	<p>Common Areas (Restroom/Hall)</p>	<p>Learning Environments</p>
<p>R RESPONSIBLE</p>	<p>Adhere to the transportation policy</p>	<p>Help maintain facility by cleaning up after yourself</p>	<p>Follow classroom expectations Be engaged and turn in all assignments</p>
<p>E EXCELLENCE IN OUR WORK</p>	<p>Enter/exit in a timely manner</p>	<p>Display appropriate speech and behavior</p>	<p>Exceed academic and behavioral expectations Take pride in your work</p>
<p>A ATTENDANCE MATTERS</p>	<p>Attend school regularly and come prepared for the day</p>	<p>Be present, alert, and aware of your surroundings</p>	<p>Actively participate everyday Attendance = higher grades</p>
<p>D DEDICATED TO LEARNING</p>	<p>Come to school prepared to learn</p>	<p>Move quickly to class prepared for the day</p>	<p>Come dressed for success and ready to learn Follow directions and stay on task</p>
<p>Y YES TO SUCCESS!</p>	<p>Yes, we greet others as professionals!</p>	<p>Yes to professionalism!</p>	<p>Yes to being college and work force ready!</p>



Houston County School District Calendar

2022-2023

July 25 – 29, 2022	Pre-Planning / Site Collaboration (Opening Session July 25)	July S M T W T H F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August S M T W T H F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September S M T W T H F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
August 1, 2022	First Day of School	October S M T W T H F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November S M T W T H F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December S M T W T H F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September 5, 2022	Labor Day Holiday	January S M T W T H F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February S M T W T H F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March S M T W T H F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
October 7, 2022	District/Site Collaboration, Parent Conferences, Student Holiday	April S M T W T H F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May S M T W T H F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June S M T W T H F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
October 10, 2022	Columbus Day Holiday	First & Last Day of Semesters	Holidays	Pre/Post-Planning & Collaboration
October 11-14, 2022	Fall Holiday, Students & Teachers			
November 11, 2022	Veterans Day Holiday			
November 21 - 25, 2022	Thanksgiving Holiday			
December 16, 2022	Last Day of Semester – ½ for Students, Full day for Teachers			
December 19 – January 2	Christmas & New Year's Holiday			
January 3, 2023	Site Collaboration, Student Holiday			
January 4, 2023	Second Semester Begins			
January 16, 2023	Martin Luther King, Jr. Holiday			
February 20, 2023	Presidents' Day Holiday			
February 21, 2023	District/Site Collaboration, Student Holiday			
April 3 - 7, 2023	Spring Break			
May 24, 2023	Last Day of Semester – ½ for Students, Full day for Teachers			
May 25 - 26, 2023	Post-Planning, Site Collaboration			
May 26 & 27, 2023	High School Graduation			
May 29, 2023	Memorial Day Holiday			

Approved June 8, 2021, by the Board of Education.

Frequently Asked Questions

What do I do if I ...

1. HAVE BEEN ABSENT?

- You must bring a copy of a doctor/parent note to the HCCA attendance clerk to change an unexcused absence to an excused absence.
- You must also let the attendance clerk at HCCA know if you missed a class due to a non-instructional absence at your home school such as a fieldtrip or sports event.

2. WANT TO DRIVE TO HCCA?

HCCA Transportation Policy

- Students are not allowed to drive to HCCA unless they are granted permission by Dr. Johnson, Dr. Wallace, or their home school Assistant Principal-CTAE Supervisor.

Reasons for Requesting Permission to Drive

- Students who are leaving HCCA to go directly to their Dual Enrollment class on the college campus are granted permission to drive.
- Students who are coming directly from their Dual Enrollment class on the college campus are granted permission to drive.

How to Request Permission to Drive

- Students must stop by the front office to pick up a request form.
- Bring signed forms and a copy of their high school and college schedule back to the office for Dr. Johnson to review.

What to do if you are running late or miss the bus

- Students must contact their home school Assistant Principal-CTAE Supervisor for permission to drive to HCCA for that day only.
- The home school Assistant Principal-CTAE Supervisor will call Dr. Johnson or Dr. Wallace to let them know they have granted permission for you to drive that day only.

3. DON'T UNDERSTAND THE AO/TESTING SCHEDULE?

- HCCA does not always follow the same AO/Testing schedule that your home school follows.
- Please make sure you ask your HCCA teacher or home school Assistant Principal-CTAE Supervisor if you are uncertain of the schedule for your classes at HCCA during AO or testing.

4. WANT TO HAVE MY SCHEDULE CHANGED?

- You must speak to your home school counselor to make any changes to your schedule. HCCA does not make schedule changes for students.

5. AM TARDY TO SCHOOL?

- Students are considered tardy to school if they arrive to class after morning announcements have been made.
- If a student arrives late to their class, he or she will report to the front office and check in with the attendance clerk and receive an admit slip to their class.

6. NEED TO SEE MY HCCA GRADES ON INFINITE CAMPUS?

- To see your HCCA grades on IC, you must use the drop-down menu located where your school is listed and select HCCA.

7. NEED TO LEAVE SCHOOL EARLY?

- Any student who needs an early dismissal should check out in the front office with the attendance clerk.
- Any student who leaves campus for any reason without following appropriate check-out procedures will be subjected to disciplinary action.
- This rule applies even if you leave before 1st block starts.

8. NEED TO USE THE PHONE?

- Office phones are available but can only be used with the permission of office personnel.
- In compliance with local policy JCDAF, students are permitted to possess cell phones and other electronic devices while on school premises, but these devices are only allowed to be used for instructional purposes as directed by and under the supervision of staff members.
- Recreational use of these devices is not permitted during the school day.

9. WHAT DUAL ENROLLMENT CTAE COURSES ARE OFFERED THROUGH CENTRAL GEORGIA TECHNICAL COLLEGE (CGTC) AND MIDDLE GEORGIA STATE UNIVERSITY (MGA) AT HCCA?

- Aircraft Structural (courses taught at CGTC Aviation Training Center)
- Automotive
- Barbering

- Computer Programming (MGA)
- Cosmetology
- Emergency Medical Responder
- Engineering and Technology
- HVAC
- Industrial Systems
- Information Technology
- Law and Justice
- Patient Care
- Welding

10. WHAT HIGH SCHOOL CTAE COURSES ARE OFFERED AT HCCA?

- Allied Health
- Audio, Video, and Film Technology
- Culinary Arts
- Education: Teaching as a Profession
- Fine Furniture
- Sports Medicine
- Latin – This accelerated learning program gives students the opportunity to earn two units of World Language in one school year.
- Work Ethic –Evaluation (formerly GA BEST- Business Employability Skills Training)
- Work-based Learning opportunity for students

11. WHAT IS THE CONTACT INFORMATION?

- Main Office: 478.322.3280
- Fax: 478.322.3294
- Address: 1311 Corder Road
Warner Robins, GA 31088
- Website: www.hcca.hcbe.net

Houston County Career Academy student expectations comply with Houston County School System policies. Adherence to expectations and regulations set forth in this handbook and their home school are expectations of the entire student body.

Honor Society & Career Technical Student Organizations

CTSO's at HCCA are an extension of instructional programs- students are invited to participate and get involved!

Family, Career and Community Leaders of America (FCCLA)



Involvement in FCCLA promotes personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

FIRST Robotics



The mission of FIRST® is to inspire young people to be science and technology leaders and innovators, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

Health Occupations Students of America (HOSA)



HOSA is a global student-led organization recognized by the U.S. Department of Education and the Department of Health and Human Services and several federal and state agencies. HOSA's mission is to empower HOSA-Future Health Professionals to become leaders in the global health community, through education, collaboration, and experience. HOSA actively promotes career opportunities in the health industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health science instructors and students to affiliate and be actively involved in the HSE-HOSA Partnership.

Latin Honor Society



The National Latin Honor Society seeks to spread knowledge of the Latin language throughout the community. Our members strive to continue in their study of Latin in order to develop their abilities to read authentic Latin literature.

SkillsUSA



SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's future skilled workforce through the development of SkillsUSA Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.