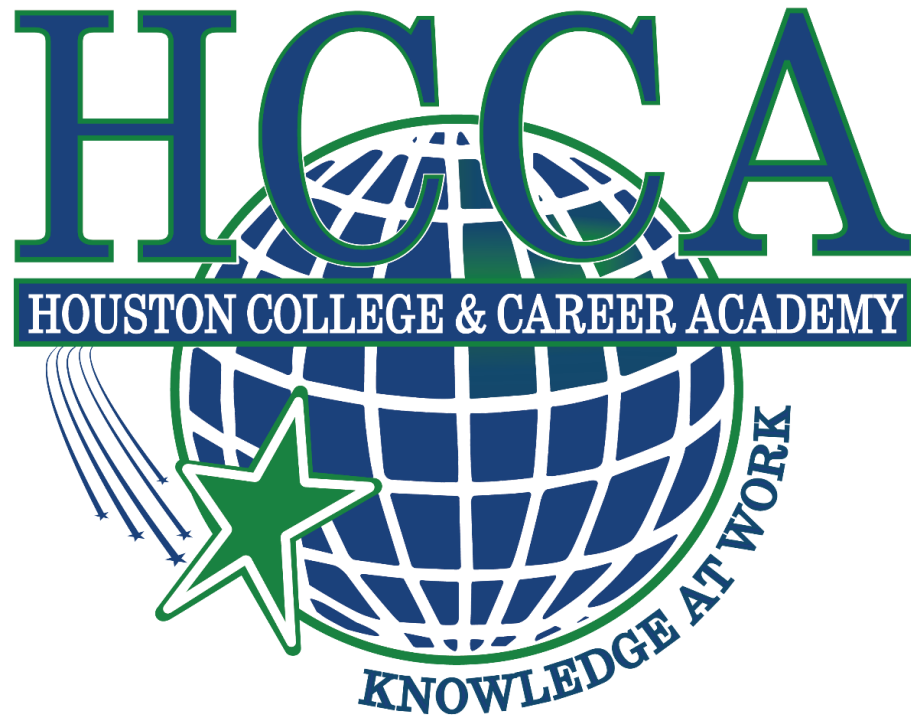


Houston College & Career Academy

2024-2025

Student Handbook



1311 Corder Road
Warner Robins, Georgia 31088
478-322-3280
<https://hcca.hcbe.net/>

Dr. Sherry Johnson, Principal
Dr. Walter Stephens, District Title IX Coordinator
Dr. Tonya Wallace, 504 Coordinator

Kristie Norris
2024-2025 Teacher of the Year

Quick Guide to Handbook Section

Principal Letter/Mission/Vision/Core Beliefs.....	3
HCCA Faculty and Staff.....	4
2024-2025 Bell Schedule.....	5
HCCA Positive Behavior Intervention System Matrix.....	6
2024-2025 HCBE Calendar.....	7
HCCA CTSO Opportunities.....	8
Frequently Asked Questions.....	9

WELCOME FROM THE PRINCIPAL

Welcome to SUCCESS!! I am excited that you have chosen to attend the Houston College & Career Academy (HCCA). The administration, faculty, and staff are eagerly looking forward to the 2024-2025 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 School District, 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.

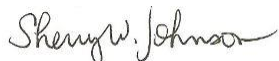
Our **Vision** is to become the premier model in the state of Georgia by offering a seamless pipeline of workers to high-demand careers in strategically identified industries.

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.

Sincerely



Principal

Houston College & Career Academy 2024 – 2025 Faculty and Staff

Administrative Personnel

Dr. Sherry Johnson, Principal/CEO
Dr. Tonya Wallace, Assistant Principal/Counselor
Sandi Couillard, Youth Appreciation Coordinator
Melissa Shipp, School Secretary/Bookkeeper
Maura Williams, Secretary/Attendance Clerk

CGTC High School Coordinator

Marsha Brooks
Holly Turner

Support Personnel

Marilyn Brown, Custodian
Jimmie Reeves, Custodian

Instructional Staff

Wesley Allen, Barbering
Lawanda Ambler, Criminal Justice
Ryan Ashford, Cybersecurity
James Brock, Advanced Math
Dr. Brian Cherer, Latin
John Fitzgerald, AP Physics
Brandon Force, EMR
Candace Hollingshed, Audio Video Tech & Film
Edgar Lopez, Automotive
Tim Lord, Industrial Systems
Rachel Lumley, Cosmetology
Erin Morton, Education as a Profession
Kristie Norris, Fine Furniture/Cabinet Making
Miguel Paredes, HVAC
Angela Robitzsch, Nurse Aide
Andrea Stephenson, Healthcare
Ginette “Gigi” Trapp, Healthcare Science
Kristy Vest, Aircraft Structural
Eli Walker, Information Technology
Robert Waters, Welding
Chef Suni Wilson, Culinary Arts

Paraprofessionals

April Barfield
Linda Flowers
Brandalyn Turner



2024-2025 Bell Schedule

8:00 - 9:30	1st – 2nd Periods
9:25 - 9:55	Teacher planning
9:55 - 11:15	3rd - 4th Periods
11:30 - 12:10	Lunch
12:10 - 1:10	Teacher planning
1:25 - 2:35	6th - 7th Periods
2:40 - 3:00	Teacher planning
3:00 - 4:00	Extended day

AO Bell Schedule Tuesday Only

8:00 - 9:10	1st – 2nd Periods
9:30 - 10:15	AO/PLT
10:35 - 11:35	3rd - 4th Periods
11:35 - 12:15	Lunch
12:15 - 1:30	Teacher planning
1:40 - 2:40	6th - 7th Periods
2:40 - 3:00	Teacher planning
3:00 - 4:00	Extended day

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS) MATRIX

We are WORK FORCE...	PARKING LOT/BUS	COMMON AREAS	LEARNING ENVIRONMENTS
R esponsible	Adhere to the transportation policy	Help maintain facility by cleaning up after yourself	Follow classroom expectations Be engaged and turn in all assignments
E xcellence in work	Enter/exit in a timely manner	Display appropriate speech and behavior	Exceed academic and behavioral expectations Take pride in your work
A ttendance Matters	Attend school regularly and come prepared for the day	Be present, alert, and aware of your surroundings	Actively participate everyday Attendance = higher grades
D edicated to Learning	Come to school prepared to learn	Move quickly to class prepared for the day	Come dressed for success and ready to learn Follow directions and stay on task
Y es to Success!	Yes, we greet others as professionals!	Yes to professionalism!	Yes to being college and work force ready!

Houston County School District Calendar



2024-2025

July 24 – July 30, 2024	Pre-Planning/Site Collaboration (Opening Session July 24)
July 31, 2024	First Day of School
September 2, 2024	Labor Day Holiday
September 3, 2024	Distance Learning Day/Site Collaboration
October 7-10, 2024	Fall Holiday, Students & Teachers
October 11, 2024	Columbus Day Holiday (Observed)
October 14, 2024	Student Holiday/Site Collaboration
November 11, 2024	Veterans Day Holiday
November 25-29, 2024	Thanksgiving Holiday
December 20, 2024	Last Day of Semester – ½ Day
December 23 – January 2	Christmas & New Year's Holiday
January 3, 2025	Student Holiday/Site Collaboration
January 6, 2025	Second Semester Begins
January 20, 2025	Martin Luther King, Jr. Holiday
February 17, 2025	Presidents' Day Holiday
February 18, 2025	Distance Learning Day/Site Collaboration
March 28, 2025	Student Holiday/Site Collaboration
March 31-April 4, 2025	Spring Break
May 21, 2025	Last Day of Semester – ½ Day
May 22-23, 2025	Post-Planning/Site Collaboration
May 23-24, 2025	High School Graduation
May 26, 2025	Memorial Day Holiday

July						
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21	22	23	24	25	26	27
28	29	30	31			

August						
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September						
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29	30					

October						
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November						
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December						
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March						
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30	31					

April						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

First & Last Day of Semesters	Pre/Post-Planning & Collaboration
Holidays/System Shutdown	Distance Learning/Site Collaboration

Approved July 18, 2023 by the Board of Education

Houston College & Career Academy

Career Technical Student Organizations

FAMILY, CAREER, COMMUNITY LEADERS OF AMERICA – FCCLA

Sponsor: Chef Suni Wilson

Membership Requirement: Open to Culinary Arts or Food Science students

Financial Obligations/Dues: \$30.00 includes a t-shirt plus the cost of conferences, trips, and competitions.

Purpose: To promote personal growth and leadership development through Family and Consumer Sciences Education.

Planned Activities: Monthly meetings, Fall Rally @ GA National Fair, Fall Leadership Conference @ FCCLA Camp, Region and State STAR Events Competitions, State and National Conferences. Community service projects for United Way, Valentines Day, and Family Fun night.

FIRST ROBOTICS

Sponsor: Mr. Lindsey Levie (Northside Middle School)

Membership Requirement: Open to all students

Purpose: FIRST Robotics Competition gives high school students and their adult mentors the opportunity to work and create together to solve a common problem. Teams of students are challenged to design, build, and program robots and compete for awards, while they also create a team identity, raise funds, hone teamwork skills, and advance respect and appreciation for STEM within the local community.

Junior Classical League (JCL)

Sponsor: Dr. Brian Cherer

Membership Requirement: Enrolled in Latin I or II

Financial Obligations/ Dues: \$25.00

Mission: To encourage exploration in all aspects of ancient Greek or Roman civilization.

Planned activities: Films, books, projects, festivals, games, etc.

SkillsUSA

Sponsor: Ms. Hollingshed

Membership Requirement: current AVT or formerly enrolled at HCCA AVT students.

Financial Obligations/Dues: \$15.00 plus state and national dues

Mission/Purpose: To empower students to become skilled professionals, career-ready leaders, and responsible community members.

Planned Activities: Fall leadership conference, Champions Rally, Region and State Leadership & Skills Conference, community service, and SkillsUSA week.

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 (NI) at your home school such as a field trip or sports event.

The written note must contain the following information:

- *Name of Student*
- *Date of Note*
- *Date of Absence*
- *Reason for Absence*
- *Parent Signature*
- *Phone Number of Parent*

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 prior to driving.

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 prior to driving.
- 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 class 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. 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 Admission Slip to their class.

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

- To see your HCCA grades in 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 the appropriate check-out procedures will be subjected to disciplinary action. This rule applies even if you leave before the 1st Block starts.

8. NEED TO USE THE PHONE?

- Office telephones are to be used only 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 property and during school functions. These devices may be utilized as part of the instructional process as directed by staff members. Recreational use of these devices will be in accordance with procedures established by the building principal. Students who violate this policy shall be subject to appropriate disciplinary action.
 - Houston County schools will not be responsible for lost or stolen personal communication or personal electronic devices.

9. WHAT DUAL ENROLLMENT CTAE COURSES ARE OFFERED AT HCCA?

HCCA has a partnership with Central Georgia Technical College (CGTC) and Middle Georgia State University (MGA).

• Aircraft Structural (courses taught at CGTC Aviation Training Ctr)	• Engineering and Technology
• Automotive	• HVAC
• Barbering	• Industrial Systems
• Computer Programming (MGA)	• Information Technology
• Cosmetology	• Law and Justice
• Cybersecurity	• Nurse Aide
• Emergency Medical Responder	• Welding

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

- Allied Health
- Audio, Video, and Tech & Film
- Culinary Arts
- Education: Education as a Profession
- Fine Furniture/Cabinet Making
- Sports Medicine
- Workforce READY (formerly GA BEST- Business Employability Skills Training)
- Work-based Learning opportunity for students

11. WHAT CURRENT HIGH SCHOOL ACADEMIC COURSES ARE OFFERED AT HCCA?

- Advanced Math
- AP Physics
- Latin – This accelerated learning program gives students the opportunity **to earn two units** of World Language in **one school year**.

