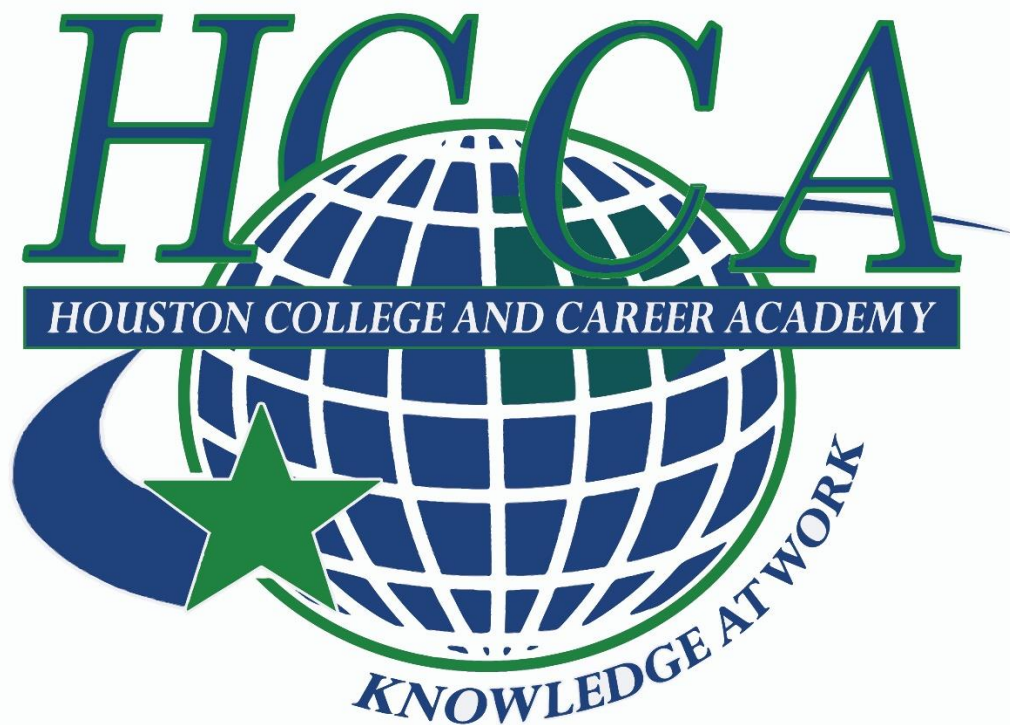


# Houston College & Career Academy

2023-2024

## 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*

*Chef Suni Wilson*

*2023-2024 Teacher of the Year*

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# 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 2023-2024 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 21<sup>st</sup> 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**  
**2023 – 2024**  
**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**

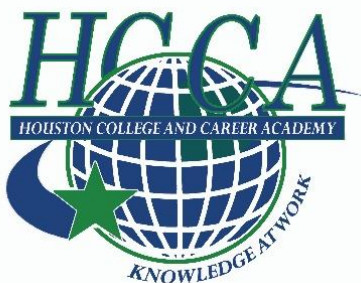
Marilyn Brown, Custodian  
Branden Chambliss, Custodian

**Instructional Staff**

Wesley Allen, Barbering  
Dr. Brian Cherer, Latin  
Brandon Force, EMR  
Brian Holcomb, Welding  
Candace Hollingshed, Audio Video & Film  
Edgar Lopez, Automotive  
Tim Lord, Industrial Systems  
Erin Morton, Teaching as a Profession  
Kristie Norris, Fine Furniture/Cabinet Making  
Miguel Paredes, HVAC  
Angela Robitzsch, Nurse Aide  
Tarrell Small, Cosmetology  
Walter "Kevin" Sparks, Criminal Justice  
Lawonna Staples, Engineering  
Andrea Stephenson, Healthcare  
Ginette "Gigi" Trapp, Healthcare Science  
Kristy Vest, Aircraft Structural  
Eli Walker, Information Technology  
Chef Suni Wilson, Culinary Arts

**Paraprofessionals**

April Barfield  
Linda Flowers  
Brandalyn Turner



# 2023-2024 Bell Schedule

<b>8:00 - 9:25</b>	<b>1<sup>st</sup> – 2<sup>nd</sup> Periods</b>
9:25 - 9:55	Teacher planning
<b>9:55 - 11:15</b>	<b>3<sup>rd</sup> - 4<sup>th</sup> Periods</b>
11:30 - 12:10	Lunch
12:10 - 1:10	Teacher planning
<b>1:15 - 2:32</b>	<b>6<sup>th</sup> - 7<sup>th</sup> Periods</b>
2:40 - 3:00	Teacher planning
3:00 - 4:00	Extended day

## **AO Bell Schedule** **Tuesday Only**

<b>8:00 - 9:10</b>	<b>1<sup>st</sup> – 2<sup>nd</sup> Periods</b>
9:30 - 10:15	AO/PLT
<b>10:20 - 11:30</b>	<b>3<sup>rd</sup> - 4<sup>th</sup> Periods</b>
11:35 - 12:15	Lunch
12:15 - 1:30	Teacher planning
<b>1:35 - 2:35</b>	<b>6<sup>th</sup> - 7<sup>th</sup> Periods</b>
2:40 - 3:00	Teacher planning
3:00 - 4:00	Extended day

# POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS) MATRIX

<b>We are WORK FORCE...</b>	<b>PARKING LOT/BUS</b>	<b>COMMON AREAS</b>	<b>LEARNING ENVIRONMENTS</b>
<b>R</b> esponsible	Adhere to the transportation policy	Help maintain facility by cleaning up after yourself	Follow classroom expectations Be engaged and turn in all assignments
<b>E</b> xcellence in work	Enter/exit in a timely manner	Display appropriate speech and behavior	Exceed academic and behavioral expectations Take pride in your work
<b>A</b> 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
<b>D</b> 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
<b>Y</b> 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



## 2023-2024

July 26 – August 1, 2023	Pre-Planning/Site Collaboration (Opening Session July 26)
August 2, 2023	First Day of School
September 4, 2023	Labor Day Holiday
September 5, 2023	Distance Learning Day/Site Collaboration
October 6, 2023	Student Holiday/Site Collaboration
October 9, 2023	Columbus Day Holiday
October 10 – 13, 2023	Fall Holiday, Students & Teachers
November 10, 2023	Veterans Day Holiday
November 20 – 24, 2023	Thanksgiving Holiday
December 20, 2023	Last Day of Semester – ½ for Students, Full day for Teachers
December 21 – January 2	Christmas & New Year's Holiday
January 3, 2024	Student Holiday/Site Collaboration
January 4, 2024	Second Semester Begins
January 15, 2024	Martin Luther King, Jr. Holiday
February 19, 2024	Presidents' Day Holiday
February 20, 2024	Distance Learning Day/Site Collaboration
March 29, 2024	Student Holiday/Site Collaboration
April 1-5, 2024	Spring Break
May 22, 2024	Last Day of Semester – ½ for Students, Full day for Teachers
May 23 – 24, 2024	Post-Planning/Site Collaboration
May 24 – 25, 2024	High School Graduation
May 27, 2024	Memorial Day Holiday

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First & Last Day of Semesters

Pre/Post-Planning & Collaboration

Holidays/System Shutdown

Distance Learning/Site Collaboration

Approved June 14, 2022 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 all students

**Financial Obligations/Dues:** \$25.00 plus the cost of conferences, trips, and competitions.

**Purpose:** An organization that promotes personal growth and leadership development through Family and Consumer Science Education.

**Planned Activities:** Monthly meetings, community service projects, Fall Rally @ GA National Fair, Fall Leadership Conference @ FCCLA Camp, Region and State STAR Events Competitions, State and National Conferences, FCCLA Day @ the Capitol.

### **FIRST ROBOTICS**

**Sponsor:** Mr. Lopez

**Membership Requirement:** Open to all students

**Financial Obligations/Dues:** \$25.00 plus the cost of conferences, trips and competitions.

**Purpose:** An organization that promotes personal growth and leadership development through Family and Consumer Science Education.

**Planned Activities:** Monthly meetings, community service projects, Fall Rally @ GA National Fair, Fall Leadership Conference @ FCCLA Camp, Region and State STAR Events Competitions, State and National Conferences, FCCLA Day @ the Capitol.

### **LATIN HONOR SOCIETY**

**Sponsor:** Dr. Cherer

**Membership Requirement:** General interest in international culture

**Financial Obligations/ Dues:** \$25.00

**Mission:** To bring awareness about different cultures in the world.

**Planned activities:** Games, food, music, and movies.

### **SkillsUSA**

**Sponsor:** Ms. Hollingshed

**Membership Requirement:** any interested student – must attend four meetings per semester.

**Financial Obligations/Dues:** \$25.00 plus state and national dues

**Mission/Purpose:** To empowers its members to become world-class workers, leaders, and responsible American citizens.

**Planned Activities:** Fall leadership conference, Champions Rally, Region Championship, State Leadership and 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.

#### **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 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 UNDERSTANT 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. 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 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. Students using the office phone must sign the phone log.
- 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 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 instructional time.

**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 Center)	• HVAC
• Automotive	• Industrial Systems
• Barbering	• Information Technology
• Computer Programming (MGA)	• Law and Justice
• Cosmetology	• Nurse Aide
• Emergency Medical Responder	• Welding
• Engineering and Technology	

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

- Allied Health
- Audio, Video, and Film Technology
- Culinary Arts
- Education: Teaching as a Profession
- Fine Furniture/Cabinet Making
- 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

