



BARTOW COUNTY **COLLEGE & CAREER** ACADEMY

BARTOW COUNTY SCHOOLS COLLEGE & CAREER ACADEMY

Bartow County College & Career Academy (CCA) is a part of your local public school system. It is a branch of the school that you now attend and is sponsored by the Bartow County Board of Education and local Business and Industry. Students may come to earn college credit while earning high school credit or earn core credit towards high school graduation.

HOW DOES IT WORK?

Students from all county high schools may choose programs from several Career Technical & Agriculture Education Pathways offered by the school. Any student currently enrolled in a Bartow County base school may attend CCA. Students attend CCA daily for Move on When Ready (MOWR) College Credit, CTAE pathways and core English and social studies classes. All other classes will be taken at their base school.

COLLEGE & CAREER ACADEMY?

The Bartow County College and Career Academy provides students with the opportunity to learn the critical skills necessary to prepare for an exciting future in one of these areas. The Academy is made possible through a partnership with the Bartow County School System, local industry, and Chattahoochee Technical College.

WHAT PATHWAYS ARE OFFERED AT THE BARTOW COUNTY?

Mechatronics and Engineering PATHWAY: Mechatronics is a diverse field. It encompasses many inter-related disciplines including Electronics, Mechanics, Fluid Power, Electrical Control Systems, Programmable Logic Controllers (PLC), Computers, and Robotics. Mechatronics is a term which includes the above disciplines and takes an integrated approach to their study. People employed in the mechatronics field deal with automated systems in a wide variety of applications. They also deal with related professional and technical support activities such as production planning and control, maintenance, and engineering.

HEALTH SCIENCE/NURSING/PHYSICAL MEDICINE/PHLEBOTOMY: The Certified Nursing Assistant course is available to students who have successfully completed the Introduction to Healthcare and Applied Therapeutic Services classes. Upon completion of this course, students are eligible to take the state board exam to become a Certified Nursing Assistant. Additionally, students can complete pathways in Pharmacy Tech, Physical Medicine, and Phlebotomy.

LAW & PUBLIC SAFETY PATHWAY: The Law Enforcement Pathway is a sequence of courses that prepares students for criminal justice professions. Students will examine various careers in law enforcement and public safety. Students will examine the different components of the criminal justice system.

MARKETING/HOSPITALITY AND TOURSIM: In this pathway, students will learn about the marketing activities associated with the hospitality, travel, and tourism pathway. A large portion of the coursework will involve hands on activities and projects. Some of the activities will include development of customer service skills, event planning, publicity and public relations, and the development of promotional packages for vacation tours and events. Workplace and job acquisition skills will also be emphasized. In addition to the coursework, participation in DECA, the Marketing and Entrepreneurship club, is strongly encouraged. Students in DECA will be able to set themselves apart through competition, community service projects, and participation in leadership activities.

MARKETING/SPORTS AND ENTERTAINMENT: In this pathway, students will learn about the marketing activities associated with the sports and entertainment industries. A large portion of the coursework will involve hands on activities and projects. Students will develop promotional campaigns, publicity plans, movie trailers, and ticket packages. Workplace and job acquisition skills will also be emphasized. In addition to the coursework, participation in DECA, the Marketing and Entrepreneurship club, is strongly encouraged. Students in DECA will be able to set themselves apart through competition, community service projects, and involvement in leadership activities.

ARTS, AUDIO-VIDEO TECHNOLOGY AND COMMUNICATION: The Arts, Audio-Video The broadcasting and digital media industry is comprised of two major employers—radio/television broadcasting companies and movie/television production companies. Approximately 73 percent of employed persons within the industry are in television and radio broadcasting. Jobs within the industry are organized into five major areas: program production (producers, film and video editors, announcers, program directors), news-related (reporters, news analysts, news directors), technical

(television/video camera operators, technicians, engineers, network systems administrators), sales (advertising/marketing managers and producers of commercials), and management.

COSMETOLOGY: Personal Care Services workers assist individuals with their personal appearance including shampooing, cutting, coloring, and styling hair; providing manicures, pedicures, and scalp and facial treatments; providing makeup analysis; cleaning and styling wigs and hairpieces; and providing personal fitness training. Also, within personal care services, funeral directors and attendants make funeral arrangements for grieving families.

ARCHITECTURE AND CONSTRUCTION /ADVANCE WELDING: This pathway is designed to provide students with the basic knowledge and safe operating skills needed to demonstrate proper set of equipment in oxyfuel, Shielded Metal Arc Welding (SMAW), and Gas Metal Arc Welding (GMAW). The students will perform oxyfuel cuts using acetylene and propane gases. The students will select electrodes and perform welds using SMAW and GMAW to current industry standards. Welding symbols will be used to interpret detailed drawing used for fabrication. American Welding Society codes will be used to determine the soundness of welds.

HVAC: Students will learn the mechanical systems, as well as apply knowledge of electrical, electronic and mechanical components related to Heating, Ventilation, and Air Conditioning. This is a college level class, given by Chattahoochee Technical College, at the end of this course pathway students can earn multiply industry recognized certificates or an industry recognized diploma.

Automotive: In this pathway students will learn how to research applicable vehicle and service information, including service history, precautions, and technical service bulletins. Basic skills such as fluid changes, belt replacement, brake and tire services. These courses are taught by Chattahoochee Technical College, so that when students complete the courses with passing grades, they will have earned multiply industry recognized certificates.

*See detailed information for each pathway @ <http://www.gadoe.org/Curriculum-Instruction-andAssessment/CTAE/Pages/cluster-AC.aspx>

MOVE ON WHEN READY COLLEGE CREDIT CLASSES AT THE COLLEGE AND CAREER ACADEMY

Requirements for enrolling in MOWR College Credit classes:

- Student must be at least 16 years old.
- Student must submit application to Chattahoochee Technical College.
- Student must take admissions test and meet minimum scores for Program-ready Status.
- Dual Enrollment programs are eligible for HOPE Grant.

APPRENTICESHIP/WORK - BASED LEARNING OPPORTUNITIES: Apprenticeships are available to give students work experience while in high school. The program provides insight into career opportunities and gives students valuable work experience. Over 60 local businesses provide apprenticeship opportunities to Bartow County students. Job shadowing, internship, and apprenticeship opportunities are available to qualified students in all instructional programs offered at Bartow County College & Career Academy.

CLASS SCHEDULE

8:00 Teachers Arrive/Planning
8:40 First Block Classes Begin
10:00 Morning Break Begins
10:10 Second Block Classes Begin
11:30 AHS, CHS, WHS Buses Leave
11:30 Lunch
12:25 Afternoon First Block Begins
1:40 Afternoon Break Begins
1:50 Afternoon Tardy Bell/Fourth Block Begins
2:55-3:10 AHS, CHS, WHS Buses Leave
4:00 Teacher Release

ATTENDANCE POLICY

Students are strongly encouraged to attend school regularly. The importance of regular attendance cannot be overemphasized as it relates to success in school. Students who have extended illnesses should utilize the Hospital/Homebound Program. **Any high school student who misses over 4 school days during a given semester may not receive credit for the course in which the absence occurs** unless a doctor's statement is secured for those days absent more than 4 days per semester. The administration shall make the final decision at the school level to award or deny credit. When circumstances warrant, such as when a student has a "chronic illness" that is verified by an ongoing doctor's excuse, principals are authorized to consider these circumstances prior to denying credit.

EXCUSED ABSENCES

Excused absences are defined as those for which evidence is provided to the school that the absence is legal. Such evidence may be a written statement from the parent or guardian, a doctor's statement, or other documentation acceptable to the school. Such evidence should be provided within three days after returning to school. Students are strongly encouraged to turn in copies of excuses immediately upon returning to school. **It is important to understand that a note from a parent/guardian is an excused absence and allows the student the opportunity to make-up work missed, but does not clear the absence for credit. A parent note is considered one of the four absences allowed under the provisions of the Bartow County Schools attendance policy.**

ARRANGEMENTS FOR MAKEUP WORK

Students who are absent from school with excused absences (see above) shall be permitted to make up work missed. It shall be the responsibility of the student to arrange with the teacher to make up work within three school days after returning to school. Work shall be made up at the teacher's convenience, and the teacher shall have the discretion of determining a reasonable time limit within which it must be completed. **All makeup work must be completed and turned in by the end of each nine-week grading period. Students will receive "0" for any make-up work not completed and returned within the teacher's specified time limit.**

If a student does not request make-up work, a "0" will be computed for each day missed.

In regard to unexcused (unlawful) absences, students shall normally be given a zero for any tests or other graded assignments missed during the unlawful absence and shall not be permitted to make up work. The only exception to this is an educational experience which would be deemed unlawful by State Board Rules for which prior make-up approval has been granted by the principal. A list of students with unlawful absences shall be compiled by each school and distributed to all teachers for uniform application of this policy.

Student activities at the home school, In-School Suspension (ISS), and field trips are not counted as absences at our school.

STUDENT DRESS CODE

The Bartow County Board of Education relies on the good judgment, good taste, and dignity of students/school personnel to make appropriate decisions in the matter of proper dress. The local school principal must exercise reason and caution in his/her discretionary judgment regarding a uniform code of dress. When dress standards fail to comply with prescribed broad specified guidelines, the principal or his/her designee, after careful consideration and explanation, has the prerogative to request and require steps necessary to reach conformity with the Board's dress code policy.

Prescribed guidelines governing proper attire have been formulated with the assistance of a representative committee comprised of students, teachers, counselors, and administrators of the Bartow County Schools. These regulations were developed to provide guidance for the code of dress for students in grades six through twelve and for all school personnel.

Generally, extremes in dress or appearance, which cause disruption in the normal educational process, are discouraged and may result in intervention by the local school's administrative staff. Garments that are excessively short, tight fitting, and/or physically revealing are inappropriate attire for school wear.

The following specific guidelines as per the Bartow County Board of Education are provided for the direction of students, parents, and school staff:

Shirts	Tank tops, tube tops with no backs, net tops without a proper garment underneath, tops with spaghetti straps, halters, and any other shirt or blouse that is physically revealing is inappropriate for school attire and are not permitted. Tops must be waist length, and reveal no bare chests.
Shorts	<u>Shorts, skirts, or dresses must be an acceptable length.</u> This type of clothing should be mid-thigh or below in length when standing. When sitting, these garments shall not be unusually revealing or sexually suggestive. Principals shall use discretion in enforcing the appropriate length of garments. Shorts should have no holes in them. Spandex or tennis type shorts are not appropriate. Tight fitting clothing such as “biking shorts” are not to be worn to school.
Fit of Garment	Clothes worn to school must be “appropriately fitted.” Oversized clothing is discouraged.
Shoes	For reasons of safety and hygiene, shoes must be worn at all times.
Misuse of the Flag	Any unpatriotic display of the American flag shall be prohibited.
Headgear	Wearing hats and caps shall be prohibited on the campus except as may be individually provided in extenuating circumstances as determined by the instructor.
Slogans that substances are	Vulgar, profane, or sexually suggestive slogans and graphics are not appropriate for school attire and shall be prohibited. Garments that advertise tobacco, alcoholic products, and controlled substances are prohibited. Racial or religious slurs are also prohibited.
Insignias/Gang	No markings/insignias or gang-related items will be allowed on school property or at school sponsored activities.
Body Piercing	No visible body piercing is allowed except in the ears. Refusal of any student to remove body piercing in violation of this policy will result in disciplinary action.
Related Items	When questions arise, the principal or designee shall determine whether a particular mode of dress or grooming results in interference, disruption, unsafe conditions, or has indecent or vulgar appearance.

**BARTOW COUNTY SCHOOLS COLLEGE & CAREER ACADEMY
STUDENT DISCIPLINE POLICY**

The following Bartow County College & Career Academy policy serves as a progressive system to cover continuous misbehavior in the school such as horseplay, being off task, harassment of other students, etc. The principal and assistant principal have the last call on all discipline issues at CCA.

OFFENSE

DISCIPLINE

- | | |
|---------|--|
| #1, #2, | The student will be disciplined by the teacher. The teacher's Classroom management procedure and expectations for student Behavior will be outlined during classroom orientations and will |
| | Be included in each teacher's syllabus. |
| #3 | A parent contact will be made as an early attempt to correct behavior. Additional discipline may be administered by the teacher in addition to the parent contact. |
| #4 | Break or Day Detention at CCA |
| #5 | Parent/teacher conference with possible detention at CCA. |
| #6 | In-school suspension at the home school for 2-3 days. |
| #7 | In-school suspension at the home school for 3-5 days |
| #8 | In-school suspension at the home school for 5-9 days. |
| #9 | Possible out-of-school suspension or referral to the Bartow County Transitional Academy. |

STUDENTS WHO VIOLATE THE COLLEGE & CAREER ACADEMY SAFETY RULES INSIDE OUR LABS THAT ARE CONSIDERED DANGEROUS AND A THREAT TO OTHER STUDENTS WILL RECEIVE AN AUTOMATIC IN-SCHOOL SUSPENSION AT THEIR HOME SCHOOL AND POSSIBLE REMOVAL FROM ENROLLED PROGRAM.

The Bartow County Behavior Code JCDA includes Bullying that is defined as:

1. A willful attempt or threat to do harm to others when the ability to do so is apparent; or,
 2. A display of force that gives the victim reason to expect bodily harm.
- Depending on the circumstances, punishment may range from a reprimand to an out-of-school suspension. In or out-of-school suspension may range from two to five days. Students who commit

the offense of “bullying” for the third time in a school year should be assigned to the Bartow County Transitional Academy.

Certain offenses such as possession or use of tobacco, alcohol, other drugs and/or weapons, fighting, leaving school without permission, disrespect, and other similar offenses are covered under the Bartow County Policy JCDA of the Student Behavior Code. Pocketknives **OF ANY SIZE** will be considered in violation of the FCBOE Student Behavior Code (FCDA) and students will be disciplined. (Defined on following page). Please note that students may be searched at any time while on school property for reasonable cause.

PROCEDURE FOR HANDLING STUDENTS REFUSING TO PARTICIPATE IN CLASSROOM/LAB ACTIVITIES

The following procedure will be enforced to handle students who refuse to participate in classroom/lab activities. This protocol should be followed for students who report to class unprepared to participate and/or those students who refuse to participate in the assigned activities for the day.

The step-by-step process is as follows:

1. As a teacher, you should utilize differentiated learning strategies to motivate students.
2. After using various strategies to motivate student, if student continues to not participate Teacher will inform student, assign a zero (0) for the day’s activities, student may be referred to the office where he/she will be assigned a detention packet and document an attempt to make a parent contact.
3. Second Offense-Teacher will again assign a (0).
4. Third Offense-Teacher will again assign a zero (0) and refer the student to the office. A parent contact will be attempted by the administration and the student will be sent home for the day. If a parent contact cannot be made, the student will remain in the office pending a successful parent contact.
5. Fourth Offense and All Future Offenses-Teacher will again assign a zero (0). The student will be referred to the home school with recommendation of assignment to In-School Suspension.

BREAKS

A break will be scheduled each morning and afternoon to allow students to visit the restrooms and to purchase soft drinks, snacks, or get water. Students are not to remain in the lab areas during breaks unless supervised by their instructors. Students are to report directly back to class at the end of break. Breaks are an earned privilege and may be withdrawn at any time. Students are to remain in the designated break area.

MEDICATION

No medication will be given to anyone. **(THIS INCLUDES OVER THE COUNTER PAIN MEDICATIONS!!!)** Any student who is taking prescription medication should turn in that medicine to the office for supervision.

BUSING PROCEDURES

Outside of ordinary conversation, classroom conduct must be observed during bus transportation. The driver is in full charge of the bus and students. Students must obey the driver promptly and willingly.

When unloading from your bus, report directly to your lab with no loitering in the halls. Loading the bus should be done in a safe and orderly manner with no running, pushing, or shoving. If the bus is late for loading, students should form a single line and wait patiently. Do not return to any lab. Students who fail to obey all bus rules will be referred to the office for disciplinary action and possible loss of bus privileges.

STUDENT DRIVING

Transportation to the Bartow County College & Career Academy is furnished by the Bartow County Board of Education. **Driving to and from the campus is a privilege, which may be revoked at any time at the discretion of the school administration.** Every student who chooses to park a vehicle on school property must obtain a parking permit from the CCA. There will be a \$5 additional charge for the parking pass. Vehicles on school property are subject to a search at any time. Bartow County Schools will not be responsible for damages that occur to vehicles while parked on campus. Penalties for violating CCA driving/parking policies include revocation of parking permit, towing vehicle off campus at student's expense, detention or in-school-suspension.

A. Yearly Driving Pass

1. Parking Permits must be obtained from the College and Career Academy (\$5.00 fee).
2. There are no assigned parking spaces. You should park at the front of the school using the second two parking areas and use the north entrance. Spaces are filled each day on a "first come, first serve basis".
3. Parking permits are displayed on the front windshield always.

B. Driving Rules

1. Students are **NOT** allowed to transport other students during the school day to or from the academy campus. Violations of this rule will result in the loss of driving privileges for the remainder of the school year. The

only exception to this rule is the transportation of family members as determined by school administration.

2. Students are not permitted to loiter in the CCA parking area.
3. The speed limit on the CCA campus is 5 MPH.
4. Drivers may not proceed ahead of the school buses unless otherwise instructed.
5. Students are not allowed in the parking lots during class time or breaks without permission.
6. The spaces marked guest in the front of the school are reserved for faculty and visitors.
7. ALL drivers must enter the school through the front door.
8. Tardies
 - a. Students arriving late to CCA must sign in the office and get a pass before proceeding to class.
 - b. **Excessive tardies to school are considered a driving violation and subject students to the LOSS of driving privileges. Beginning with the 4th tardy, students who are late to class will lose driving privileges for two weeks. Additional tardies will result in a four-week suspension and /or loss of permit for the remainder of the semester.**

TARDIES/LATE CHECK-IN

The student must check-in personally, at the home school prior to attending CCA. The home school administrator will decide whether the student will be allowed to attend CCA that day. Students must have parental permission and permission from both the home school administration and CCA prior to driving to the CCA campus. Students who fail to acquire permission to drive face possible disciplinary action and/or the loss of future driving privileges.

Students are highly encouraged to arrive for school and each class period on time. Students will be assigned detention for each unexcused tardy. Three unexcused tardies will result in an unexcused absence.

EARLY DISMISSALS

Students must obtain approval for any early releases with their base schools prior to arrival at Bartow County Schools College & Career Academy. Base schools will notify CCA about the release of the students to the appropriate person(s). If the student's home school does not notify Bartow County College & Career Academy regarding release of students, dismissal will occur only in cases where the student's parent or guardian can be contacted to obtain permission.

CCA is considered an extension of the regular school day at your home school. Therefore, students who attend their home schools must officially check out through the home school if they do not plan

to attend classes at CCA. **Students who fail to attend classes at CCA and who have not properly checked out through the office of their home school will face disciplinary action for skipping classes at CCA for that day.** Students will be considered present for the day if they arrive for morning classes by 9:00 a.m. and do not check out prior to 10:30 a.m. (1st and second blocks) or arrive by 1:00 p.m. and do not check out prior to 2:15 p.m. (3rd and 4th block).

STUDENT SAFETY STANDARDS

The safety of all students at Bartow County College & Career Academy is a priority of all instructors in all programs. Students are provided a thorough safety orientation and precautions are taken to insure the prevention of accidents in the vocational/technical lab settings. Students are issued the necessary safety glasses at the beginning of the program. Students will not be allowed to participate in certain lab activities without safety glasses and proper attire as required by the individual lab program. Proper attire is required to participate in some of the programs. **These are not dress codes standards, but safety standards.** The instructors will inform students about the accepted attire for safety standards. However, due to the nature of many of the programs offered at Bartow County College & Career Academy, it is strongly recommended that all students be medically insured by the parent/guardian. **Our students' safety is our first concern.**

NOTICE

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function, on school property, or on a bus or other transportation furnished by the school.

The term “WEAPON” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, any stun gun or taser.

VIOLATION MAY RESULT IN EXPULSION FROM SCHOOL FOR ONE YEAR AND/OR CRIMINAL PROSECUTION.

BARTOW COUNTY SCHOOLS NON-DISCRIMINATORY PRACTICE

Federal Law prohibits discrimination on the basis of race, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving Federal financial assistance. Employees, students, and the general public are hereby notified that the Bartow County Board of Education does not discriminate in any educational programs or activities or in employment policies and provides

equal opportunities without regard to race, religion, color, national origin, sex, age, disability or veteran status in its educational programs and activities. (For inquiries call (706) 234-1031). This includes, but is not limited to admissions, educational services, financial aid, and employment.

GENDER/EQUITY NON-DISCRIMINATION NOTICE

State law prohibits discrimination based on gender in athletic programs of local school systems (equity in sports act, O.C.G.A. Section 20-2-315). Students are hereby notified that Bartow County School System does not discriminate on the basis of gender in its athletic programs.

POLICIES AND PROCEDURES PASSED BY THE BARTOW COUNTY BOARD OF EDUCATION AFTER THE PUBLICATION OF THIS HANDBOOK SUPERSEDES THOSE THEY REPLACE.