

ATLANTA COLLEGE AND CAREER ACADEMY



***“Your Pathway to College, Career and Life”***

Parent/Guardian/Student  
Handbook  
2020- 2021

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On behalf of the Atlanta College and Career Academy (ACCA) Board of Directors; Superintendent Dr. Lisa Herring; ACCA CEO/Principal, administration, faculty, and staff; Welcome to the Atlanta College and Career Academy. The Atlanta College and Career Academy is a regional program within the Metro-Atlanta area in partnership with postsecondary institutions: Atlanta Technical College. Additionally, numerous regional businesses and industries partner with ACCA. The goals of ACCA is to provide academic and real world experience to high school students through a variety of pathways and college course offerings. Our expert instructors provide the opportunity for students to acquire the technological skills necessary for successful present and future employment. Through the completion of pathway students earn pathway certifications, high school credits, employability skills, and entry level skills for many career options. Through internships, work-based learning, and volunteer selections students have the opportunity to get their foot in the door of many up-and-coming careers. Our staff and instructors are dedicated to recognizing the individual needs of students and providing a safe environment for learning. Thanks to the support of our community we are able to encourage students to take bold steps into the future!

Please take time to read this handbook thoroughly as it will share procedures that are unique to ACCA. This handbook is a supplement to the Student Handbook provided by your high school. Every attempt has been made to provide students and parents with accurate and up-to-date information. Any additions and/or changes to this handbook will be communicated to the student body, as well as shared on ACCA's website: <https://www.atlantapublicschools.us/acca>.

## Meet the ACCA Staff

TASHARAH WILSON	PRINCIPAL
SHAUNDRA FEARS	PROGRAM ADMIN
LASHICA HOWARD	BUSINESS MANAGER
TANYA CULBRETH	SECRETARY
KATHIA ANASTAL	COUNSELOR
ANGELA FORTSON	COUNSELOR
ELIZABETH FARRELL	SCHOOL NURSE
MAURIETTA AMOS	CULINARY ARTS
CHIRRE BARRON	CRIMINAL INVESTIGATION
MARION CANNON	PROGRAMMING
NICOLE CHAMPION	HOSPITALITY
PAMELA HARRIS	EARLY CHILDHOOD
NORMAN JOHNSON	HVAC
GERALD LAKE	CONSTRUCTION
TAMIKA LATHAM	HEALTHCARE SCIENCE
BRIANNA LLEWELLYN	SPED TEACHER INTERRELATED
RASHAD MILLER	SPED PARA
SHANTE' MOSLEY	DENTAL SCIENCE
SHILETHIA SANDERS	GRAPHIC DESIGN
CAPTAIN SNOWDEN	EMERGENCY MEDICAL RESPONDER
ANDREA STROMMEN	AUTOMOTIVE
FAUSINA THOMPSON	SPEC ED LEAD
AMBER WILLIAMSON	CYBER SECURITY

## Google Classroom and Zoom Codes

Pathway	Codes
<b>Automotive</b>	<u>AM Session</u> Google Classroom Class Code: 3bwq2ig  <u>PM Session</u> Google Classroom Class Code: wscyuhr
<b>Criminal Investigation</b>	<u>AM Session</u> Google Classroom Class Code: zppkvqh  <u>PM Session</u> Google Classroom Class Code: o5pk4us
<b>Construction</b>	<u>AM Session</u> Google Classroom Class Code: x2dnfep  <u>PM Session</u> Google Classroom Code: nc5rqkl
<b>Culinary Arts</b>	<u>AM Session</u> Google Classroom Class Code: mgab2w6  <u>PM Session</u> Google Classroom Class Code: q5zf7hm
<b>Cyber Security</b>	<u>AM Session</u> Google Classroom Class Code: swbamic  <u>PM Session</u> Google Classroom Class Code: 2ppgmss
<b>Dental Science</b>	<u>AM Session</u> Google Classroom Class Code: lq6txko  <u>PM Session</u> Google Classroom Class Code: mbzvygp
<b>Early Childhood Education</b>	<u>AM Session</u> Google Classroom Class Code: dgsfghy  <u>PM Session</u> Google Classroom Class Code: xhpie7v

<b>Emergency Medical Responder</b>	<u><b>AM Session</b></u> <b>Google Classroom Code: es57cdh</b>  <u><b>PM Session</b></u> <b>Google Classroom Code: dfhjzoq</b>
<b>Graphic Arts</b>	<u><b>AM Session</b></u> <b>Google Classroom Code: v7xyerk</b>  <u><b>PM Session</b></u> <b>Google Classroom Class Code: jbbhtvx</b>
<b>Hospitality</b>	<u><b>AM Session</b></u> <b>Google Classroom Class Code: 6naer5w</b>  <u><b>PM Session</b></u> <b>Google Classroom Class Code: 4scjx3x</b>
<b>HVAC</b>	<u><b>AM Session</b></u> <b>Google Classroom Code: x2dnfep</b>  <u><b>PM Session</b></u> <b>Google Classroom Code: nc5rqkl</b>
<b>Patient Care</b>	<u><b>AM Session</b></u> <b>Google Classroom Class Code: rb6dlc5</b>  <u><b>PM Session</b></u> <b>Google Classroom Class Code: cjwmoie</b>
<b>Programming</b>	<u><b>AM Session</b></u> <b>Google Classroom Class Code: beoy6ka</b>  <u><b>PM Session</b></u> <b>Google Classroom Class Code: vviqpw4</b>

## **Daily Schedule**

### **1st Block**

BEST, CSK, Douglas, Grady, Jackson, North Atlanta

8:50 a.m. – 11:30 a.m.

### **2nd Block**

Carver EC, Carver STEAM, Mays, South Atlanta, Therrell, Washington

12:10 -2:50 p.m.

## **2 Block Policy**

All participating high schools have agreed to a 2 Block time frame for students to attend the ACCA. This 2 block time frame makes transportation easier and allows students to still spend a half day at their high school.

Students are expected to stay for the 2 blocks Monday-Friday—unless they drive and have written parental permission to only attend classes scheduled.

A student may not stay at their high school during the half day they have classes at the ACCA, as high schools expect students on their campus only when they have a scheduled class.

## **ACCA Recognition**

ACCA will have a student recognition event in the spring where students will be given graduation cords for completing a technical pathway, as well as other honors.

## **REMIND 101 & Student Information**

All students will be required to sign up for Remind 101 with the ACCA for important messages regarding announcements, weather, note from instructor, etc.

Additionally, students will need to complete a Student Information Sheet, Appendix D, and provide emergency contact information.

## **ID Badges**

All ACCA students will be issued an ACCA ID Badge. Badges will be issued at orientation with no cost to the student. Lost badges will be replaced at a cost of \$5 to the student.

This badge must be worn daily as you enter/exit the ACCA.

## **Meals**

No meals are served at ACCA; however, there are vending machines available to purchase snacks and drinks.

## **Attendance Guidelines**

In support of student success, the Atlanta Board of Education expects students to be present at school and to arrive and depart on time in accordance with the provisions of the Georgia compulsory attendance law. Pursuant to O.C.G.A. §20-02-0690.1, parents, guardians or other persons having control or charge of students are liable for the students' attendance in school.

Absences prevent students from receiving full course benefits, seriously disrupts orderly course progress, and significantly diminishes the quality of group interaction in class. ACCA considers both tardiness and early departure from class as forms of absenteeism.

- Instructors determine whether work missed may be made up, and any make up work allowed will be scheduled at the discretion of the instructor.
- Students must follow the ACCA Academic Calendar. ACCA Academic calendar is aligned with Atlanta Public Schools Academic Calendar.

Prior to the end of the school day, students shall be released only to their parents/legal guardians, or to persons properly identified to school office personnel by the parents/legal guardians, or upon written request by the parents/legal guardians confirmed by telephone or in person.

In accordance with administrative regulations and guidelines set forth by the superintendent, parents shall be notified when children are absent from school or class without prior notice and approval.

## **Behavior & Discipline**

Students are expected to follow the behavior guidelines set forth by their high school and student handbook, as well as the ACCA policies and guidelines. The ACCA shall not tolerate conduct by any student which interferes or disrupts achievement of an atmosphere conducive to learning. Students unable to follow the guidelines set forth by the ACCA will be removed from the program and sent back to their high school. Discipline issues will be addressed by the ACCA

Administration, and/or high school administration, and/or the college campus in which they are attending.

### **Dress Code**

In preparation of our students for college and career, and in order to build character and foster respect among students, the Atlanta Board of Education sets expectations for student dress and grooming. Students attending the ACCA are expected to dress according to the profession they are seeking. Business casual is an alternative to professional attire. With that being said, students should note certain apparel that would be inappropriate to see in the workplace: tank tops, pants not belted at the waist, leggings without a long top over them, tight fitting clothing, pants/jeans with holes/frays, mini-skirts/dresses, off-shoulder tops/dresses, sheer clothing, crop-tops, low-cut clothing, and any other clothing that ACCA deems inappropriate. Failure to comply will result in disciplinary actions, and possibly students being given an alternate item of clothing to wear.

### **Grading Scale**

- 35% Daily Assignments/Classwork
- 20% Formative Assessments
- 30% Projects/Tests (Summative Assessments)
- 5% Independent Practice/ Homework
- 10% Employability Skills

### **Grades**

In support of student success, the Atlanta Board of Education recognizes that providing effective feedback is a powerful strategy to improve student learning and educational outcomes. To this end, the ACCA shall implement and maintain a student evaluation system that is consistent and designed to support the success of each individual student in a rigorous instructional program.

The purpose of academic grades in the ACCA is to provide timely feedback to students, parents and teachers about how each student is progressing toward mastering standards. Academic grades in ACCA shall reflect student mastery of state standards and shall not include behavioral factors. The ACCA faculty and staff shall also establish a separate evaluation of students' work



ethic to communicate about students' progress toward non-academic goals such as conduct and attendance.

A = 90-100	Distinguished mastery of state standards
B = 80-89	Proficient mastery of state standards
C = 70-79	Developing mastery of state standards
F = 0-69	Beginning mastery of state standards

### **Grade Appeal**

Grades are awarded for an individual student's academic work during each semester based on that individual's mastery of the course content. Grades are determined by faculty through the exercise of their considered academic judgment, and the School of Education's administration will not override an instructor's considered academic judgment when it comes to grade award decisions. Mere disagreement or dissatisfaction with an instructor's evaluation of a student's academic work is not sufficient basis for a grade appeal.

Challenges by a student or on behalf of a student to grades based on objective criteria may be considered by the principal within 15 school days of the issuance of a final report card. Any grade changes approved by the principal shall be documented in writing within Infinite Campus with a detailed explanation of the rationale. Disputes shall be settled by the school's Associate Superintendent. Incompletes must be changed to a numerical grade no later than the midpoint of the following 9-week grading period. Notification of grade changes made for any reason shall be sent to the parent/legal guardian and the school's Associate Superintendent.

Dual enrollment students should refer to the appeal process of Atlanta Technical College.

### **Consequences for Failing or Not Completing a Course**

High school students must complete all high school courses and college courses as designated in order to meet their high school graduation requirements. Failing or withdrawing from a course may prevent students from graduating from high school with their class if the college course is needed to fulfill the high school graduation requirements. Students may be fulfilling traditional high school course requirements, or alternative requirements as outlined in Senate Bill 2 (9 high school courses).

Students participating in ACCA Option B who wish to withdraw from a college course should contact both the high school counselor/registrar and high school dual enrollment coordinator to discuss the consequences of withdrawing. High school students enrolled in dual enrollment courses must complete the formal withdrawal procedures as outlined in the college's catalog and student handbook. Students who withdraw from their college classes will be placed in a high school equivalent course, if available, or a credit recovery course. Students who stop attending classes without formally withdrawing from courses risk earning a final grade of "F," which will appear on academic transcripts for both the high school and college. The student who begins attending postsecondary classes with the ACCA and then decides to withdraw risks the privilege of attending ACCA in the future.

ADDITIONALLY, please note some college courses must be completed with a "C" or better as a final grade to earn credit and move on to the next level course.

All college course grades will be entered on a student's high school transcript, and will remain a part of the student's college transcript. FOREVER.

### **Special Permissions**

High school students enrolled in Option B Dual Enrollment programs at the ACCA must agree to allow parental/guardian access to all college records by signing the Waiver of Confidentiality. Students and their parents agree to allow college personnel and high school personnel to review grades and course information at the secondary and postsecondary level for the purpose of evaluating credit and providing information to staff at the participating college and high school.

### **Program Eligibility**

ACCA is an Atlanta Public Schools PROGRAM that will help students graduate with credentials aligned to high-demand technical careers in Atlanta. ACCA offers two opportunities: (Option A) 14 career pathways at its 1090 Windsor Street and (Option B) Dual Enrollment classes at Atlanta Technical College. High School students attending BEST, Carver EC, Carver STEAM, CSK, Douglass, Grady, Jackson, Mays, North Atlanta, South Atlanta, Therrell, and Washington are eligible to attend ACCA. Students remain enrolled at their high school.

Students must meet the following eligibility requirements in order to enroll in ACCA:

- On track for graduation
- Grade 11 (Cohort 2022) 12+ credits or
- Grade 12 (Cohort 2021) 18+ credits \*preference given to graduating seniors
- GPA of 2.0 or higher
- Permission from the counselor/principal/parent or legal guardian
- Requested pathway unavailable at home school

Dual Enrollment program eligibility requirements through the ACCA:

- Student must be in tenth grade (or above) and age 15
- Student must have a qualifying score on the College Board ACCUPLACER, SAT or ACT
- Eleventh or twelfth grade students can use their HOPE GPA (2.6) in place of a qualifying test score
- Student must be on track for graduation (see home school counselor for details)

### **Orientation**

All students attending ACCA must attend an Orientation session with their parent/guardian to ensure their understanding of the program, and to allow an opportunity for questions. Students will not be admitted into any ACCA classes until the student and parent/guardian have attended an Orientation.

### **Application Procedure for the Dual Enrollment Funding Program**

Students must apply for admission to Atlanta Technical College before completing the Dual Enrollment (DE) Funding Application. The DE application covers student tuition and textbooks. EACH school year a student must complete the Dual Enrollment Funding Application. If the application is not completed, the student will be deleted from classes for non-payment and/or receive a bill for tuition.

The Dual Enrollment application is available online at the following link on the GAfutures.org website:

<https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dualenrollment/application-procedure-and-deadline/>

The application is on the left and consists of three parts:

1. Student & Parent/Guardian, this is the only section a student needs to complete.
2. High School/Home Study
3. Postsecondary Institution

All three sections of the application must be completed and submitted to GSFC.

### **Technical Certificate Programs**

ACCA will provide students with most of the required equipment for their technical program, a few exceptions would be closed toe shoes, etc. Students and parents/guardians understand any equipment provided to the student is on loan and must be returned in good condition at the end of the program.

### **Business & Work Ethics/ Employability Skills**

Business and Industry were surveyed at the beginning of discussions on a College & Career Academy. The overwhelming objective from Business and Industry was to help prepare students with work ethics and employability skills. Therefore, a portion of a student's grade in each class may be based on Business & Work Ethic skills as follows: Discipline & Character; Attendance & Punctuality; Social Media Ethics; Productivity & Academic Performance; Oral & Written Communication; Attitude & Respect; Team Work & Work Habits; Self & Time Management; Responsibility & Organization

### **Transportation**

Transportation is provided for all ACCA students to the ACCA Windsor Campus and Option B students who attend ATC from their high school for the morning or afternoon session. Students may also opt to drive their personal vehicle. Either way, students and parents must advise what mode of transportation the student will be using to attend classes at the ACCA.

### **Family Educational Rights & Privacy Act, FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights include the right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

### **Non-Discrimination Policy**

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities.

For additional information about nondiscrimination provisions, please contact the Office of Internal Resolution, 130 Trinity Avenue, S.W., Atlanta, Georgia 30303.

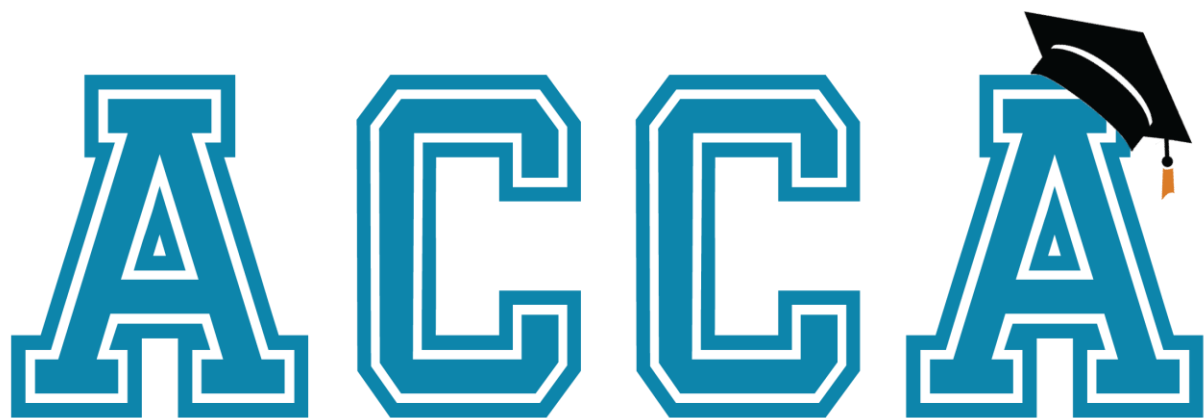
## Appendix A

### Business/Work Ethics Grading Rubric Sample

Student Name			
	<b>3 Points</b>	<b>2 Points</b>	<b>1 Point</b>
<b>Discipline &amp; Character</b>	Student has no Discipline referrals during the school grading period and always participates in activities.	Student has one discipline referral during the grading period and often Participates in activities.	Students have no more than three discipline referrals during the school year and sometimes participate in activities.
<b>Attendance &amp; Punctuality</b>	Student maintained an Attendance rate of 100%.	Students maintained an attendance rate of at least 98% during the class grading period, not including excused absences.	Students maintained an attendance rate of at least use during the class grading period, not including excused absences.
<b>Social Media Ethics</b>	Students always participate in class discussion and activities on social media—and refrains from technology use when not approved.	Students sometimes participate in class discussion and activities on social media—and/or refrain from technology use most of the time when not approved.	Students have to be reminded from technology use when not approved.
<b>Productivity &amp; Academic Performance</b>	Students have a class GPA equivalent to an A and always participate in activities.	Student has a class GPA equivalent to a B and participates in activities	Student has a class GPA equivalent to a C and sometimes participates in activities
<b>Oral &amp; Written Communication</b>	Students always: communicate accurate information in emails, letters etc.; makes appropriate eye contact; demonstrates good listening skills; participates in activities.	Student often: communicates accurate information in emails, letters etc.; makes appropriate eye contact; demonstrates good listening skills; participates in activities.	Students sometimes: communicates accurate Information in emails, letters etc.; makes appropriate eye contact; demonstrates good listening skills; sometimes participates in activities.
<b>Attitude &amp; Respect</b>	Students always demonstrate respect to Students, teachers and administrators.	Students often demonstrate respect to students, teachers and administrators.	Students sometimes demonstrate respect to students, teachers and administrators.

<b>Team Work &amp; Work Habit</b>	Student always: demonstrates team cooperation with peers, teachers and administrators; has work completed on time; and fosters a team spirit and	Students often: demonstrates team cooperation with peers, teachers and administrators; has work completed on time; and fosters team spirit and participation in activities.	Student sometimes: demonstrates team cooperation with peers, teachers and administrators; has work completed on time; and fosters team spirit and participation in activities.
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	participation in activities.		
Self & Time Management	Students always: utilizes time wisely; turns in assignments on time; and looks for ways to go “beyond” in and out of the classroom.	Student often: utilizes time wisely; turns in assignments on time; and looks for ways to go “beyond” in and out of the classroom	Student sometimes: utilizes time turns in assignments on time; and looks for ways to go “beyond” in and out of the classroom.
Responsibility & Organization	Student always: demonstrates strong organizational skills and responsibility.	Student often: demonstrates strong organizational skills and responsibility.	Student sometimes: demonstrates strong organizational skills and responsibility.
Professional Image	Students always: appears self-confident; presents a neat, clean image; and dresses appropriately.	Students often: appears self-confident; presents a neat, clean image; and dresses appropriately.	Students sometime: appears self-confident; present a neat, clean image; and dress appropriately.



ATLANTA COLLEGE AND CAREER ACADEMY



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