

**PAULDING COLLEGE  
& CAREER ACADEMY**

**Parent & Student Handbook**

**2024-2025**



**Mission: To ENGAGE our community to INSPIRE greatness in our students  
and PREPARE them for the future needs of our workforce.**



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# Paulding County School District Calendar 2024-2025



Paulding County School District  
July 2024- June 2025

## July

S	M	T	W	T	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			

34-31 – Pre-Preplanning

## January

S	M	T	W	T	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	

1-2 – Holiday/School Closed  
3 – Teacher Workday  
6 – First Day Second Semester  
17 – Digital Learning Day (DLD)  
20 – MLK Holiday

## August

S	M	T	W	T	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

1 – First Day of School  
9 – Digital Learning Day (DLD)  
30 – Digital Learning Day (DLD)

## February

S	M	T	W	T	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	

17-21 – Winter Holiday

## September

S	M	T	W	T	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					

2 – Labor Day  
23-27 – Fall Break

## March

S	M	T	W	T	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					

7 – DLD/ Teacher Workday  
10-11 Parent Conferences

## October

S	M	T	W	T	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		

4 – Digital Learning Day (DLD)  
7-8 – Parent Conferences

## April

S	M	T	W	T	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			

7-11 – Spring Break

## November

S	M	T	W	T	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

5 – Digital Learning Day (DLD)  
25-29 – Thanksgiving Break

## May

S	M	T	W	T	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

21 – Last Day of School  
21 – Two Hour Early Release  
22-23 – Post Planning

## December

S	M	T	W	T	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				

20 – Two Hour Early Release  
23-Holiday Break Begins

## June

S	M	T	W	T	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					

- Holiday/ Schools Closed
- Two Hour Early Release/Conferences
- Teacher Workday
- Two Hour Early Release
- Digital Learning Day/ Teacher PL

## Program Summary

The mission of the Paulding County School District (PCSD) is Engage. Inspire. Prepare. with a vision of preparing ALL students for success today and tomorrow. The District continually embraces new opportunities to support students. The Paulding College & Career Academy (PCCA) will ensure that students are given the opportunity to develop the skills that will be essential to meet the needs of business and industry in our community and prepare them for educational opportunities and careers they will begin after graduation. PCCA will have goals in place to address increasing high school graduation rates and closing the skills gap that has been identified through various needs assessments. PCCA's mission, as developed by the PCCA Steering Committee, is to Engage our community to Inspire greatness in our students and Prepare them for the future needs of our workforce. To achieve this mission a plan has been developed that will allow students of PCCA to graduate with more than a high school diploma. They will leave our schools with credentials to ensure success, including: college credit (core, CTAE and elective credit); technical college certificates; and hands-on work experience provided through internships and apprenticeships. By attending PCCA, students will acquire skills, experience and industry credentials needed to successfully transition into a post-secondary option or into a career environment.

Students from all five Paulding County School District high schools are eligible to attend PCCA. Transportation from each school is provided for morning and afternoon sessions. Students may also provide their own transportation if it is available.

Career Pathways currently offered at PCCA include:

- ◆ **Cybersecurity** – offering a CompTIA certification and articulated credit (through Chattahoochee Tech)
- ◆ **Energy** – offering an Energy Industry Fundamentals certification
- ◆ **Healthcare** – offering Certified Nursing Assistant (CNA), Patient Care Technician (PCT) certifications (through Chattahoochee Tech), along with a Certified Medical Assistant certification
- ◆ **Mechatronics** – offering an Industrial Electrician certification (through Chattahoochee Tech)

Dual Enrollment Core Classes offered at PCCA include:

- ◆ English 1101
- ◆ Psychology 1101
- ◆ Math 1111
- ◆ Hist 2112

## PCCA Application Process

To attend PCCA, students will complete an application, that can be found on the PCCA website. Students should also make their counselor aware of their interest in participating in courses at PCCA. The counselor will make sure that the student's schedule includes the courses.

There are no academic requirements that a student must meet to attend PCCA, but it must fit into the student's graduation plan.

## Academic Progress

Students must attend PCCA daily to achieve the standards required for passing each course. PCCA instructors will provide a course syllabus at the beginning of each semester to help students plan for the work that they will need to complete. Course work may be completed and submitted via, Canvas, D2L, Blackboard, or physically in class dependent on the course.

## High School Grading Scale

### Numerical Grading Scale

A = 90 - 100

B = 80 - 89

C = 70- 79

F = below 70

## Course Placement

PCCA courses will be assigned to students based on availability and specific requirements for some courses. All courses that are offered at PCCA are Career, Technical and Agricultural Course (CTAE) credit that will satisfy elective courses for graduation requirements. These courses must be taken in sequential order.

All grades for classes taken through PCCA will be reported to the home school to be credited to each student's transcript. Dual enrollment grades will come directly from the post-secondary institution to the home high school.

## Withdrawal Criteria

Withdrawal from PCCA courses can only occur during the first 10 days of the semester, per PCSD policy. To withdraw from a course, students should contact the counselor at NHEC. After the 10 Day Withdrawal period ends, students will remain in the course until the end of the semester.

## General Attendance and Tardiness Rules

All students must enter and exit PCCA through the front entrance ONLY. Students should go to their class immediately upon arrival on the campus and not remain in their cars or other areas not designated for PCCA students.

Excessive absences have a significant impact on students' academic performance. Students not in attendance during their scheduled PCCA class will be considered absent. When students are absent or tardy, the home high school will be notified. Excessive absences or tardiness could result in disciplinary referrals and/or a student not being able to attend PCCA in the future.

The PCCA Schedule is as follows:

<b>1<sup>st</sup> Block</b>	<b>8:55 - 10:15</b>
<b>2<sup>nd</sup> Block</b>	<b>10:20 - 11:20</b>
<b>3<sup>rd</sup> Block</b>	<b>12:20 – 1:30</b>
<b>4<sup>th</sup> Block</b>	<b>1:35 – 2:45</b>

Any student who arrives on campus after their class has begun, will need to sign in at the front office before they report to their classroom.

## Student Parking

Students are allowed to provide their own transportation to the PCCA campus for a \$10 annual parking fee. Students must:

1. Fill out a PCCA Student Parking Application
2. Pay \$10 for a PCCA Parking Pass
3. Park only in the designated space associated with the parking pass

Administration reserves the right to revoke parking privileges if students do not operate their vehicles with the safety and consideration of others in mind. Parking passes will also be revoked if:

1. Student has five (5) or more unexcused absences
2. Student has four or more unexcused tardies
3. Students will not be reimbursed the parking fee if the parking privileges are administratively revoked

## Internet Equipment/and Electronic Network Usage

PCCA students will be provided needed technology to use while on campus for all classes. Technology (laptops, hot spots, etc.) will not be available for checkout to students to use while they are not on campus. Students will be responsible for following all PCSD technology guidelines/policy while participating in PCCA classes and activities.

## Financial Obligations

There is no cost to attend PCCA, however there could be costs for clothing/shoes required for lab use. For instance, students in the healthcare courses might be required to purchase scrubs and shoes appropriate for the labs in the upper-level courses, as well as pay for required vaccinations and background checks for

clinical. Energy students might also be required to purchase approved shoes to participate in the outdoor energy lab.

Materials, equipment, internet access, or any support that students receive from the school district, are issued to students as borrowed property; consequently, students will be held responsible for damage and/or loss of items issued to them. Any financial obligations must be settled before a student can withdraw, graduate, receive grade reports (including final transcripts), student records, or diplomas.

## Policies and Information

Students participating in the PCCA are subject to the rules, regulations, and behavioral expectations of the Paulding County School District as defined by Paulding County School District's Board Policy. All students are expected to adhere to both Board Policy and local program rules. These policies and rules will serve as guidelines and are subject to administrative discretion when appropriate.

## Student Discipline

Parents/guardians and students are asked to sign a form acknowledging their receipt of the Student Code of Conduct. The Student Discipline Codes of Conduct for High School Students are contained in Regulation JD-R (2) and JD-R (3). The information regarding rules and regulations of this policy are contained in Regulations JD-R (0), JD-R (1), JD-R (2) and JD-R (3).

It is the intention of the Paulding County School District to establish standards for behavior that expect students to respect each other and school district employees, to obey student behavior policies adopted by the Board, and to obey student behavior rules established at each school within the district.

The Academy's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the code of conduct, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in the Paulding County School District Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

1. At school, on school property, or at school sponsored events at any time
2. Off school grounds at any school activity, function or event and while traveling to and from such events
3. On vehicles provided for student transportation by the school district; and at school bus stops
4. Any virtual interaction between staff and students

Students may be disciplined for conduct off campus which is felonious, or which may pose a threat to the school's learning environment or the safety of students and employees.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.



As required by the Georgia General Assembly, parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

## Standards for Student Behavior

Standards for student behavior are designed to create the expectation that students will behave themselves in such a way to facilitate a positive learning environment. The standards are designed to encourage students to respect each other and school district employees, to motivate students to follow student behavior policies adopted by the BOE, and to obey student behavior rules established at each school within this school district.

1. Demonstrate courtesy with all individuals regardless of circumstances.
2. Behave in a responsible manner, always exercising self-discipline.
3. Prepare for each class by bringing appropriate materials.
4. Meet the Paulding County School District and school standard of grooming and dress when on video conferencing or when physically on campus.
5. Respect the rights and privileges of all students, teachers, and employees of PCSD.
6. Respect the property of others, including Paulding County School District property and facilities.
7. Refrain from committing violations of the Code of Student Conduct

## Student Dress Code

Students who attend PCCA will adhere to the dress code policies of the Paulding County School District and their home school. PCSD Policy JCDB - R: Student Dress Code states: The Paulding County School Board and administration acknowledge that good grooming and personal attire positively affect student achievement and conduct while helping prepare all students for later success in the world of work. This dress code was developed through the direction of the superintendent and with the cooperation of parents, students, teachers, and administrators.

This dress code is designed to reduce the likelihood of distraction or disruption and to maintain an academic focus in the classroom and on campus. The administration reserves the right to determine if items of clothing are too casual, too revealing, or too distracting for school dress.

### **Approved for School Wear**

#### **Pants and Shorts:**

- Length must be appropriate (5" from the top of kneecap as measured by a ruler or the width of a 3 x 5 index card);
- Sized appropriately

#### **Skirts and Dresses:**

- Skirts must be size appropriate and be worn at waistline;

- Shoulders must be covered and arm holes must be tight fitting;
- Length must be appropriate (3" from the top of the kneecap as measured by a ruler or the length of a 3 x 5 index card);
- Slits in skirts must be appropriate (no slit above the three-inch rule)

#### Shirts and Blouses:

- Must be size appropriate;
- Long or short sleeved, dress shirt, polo type, sleeveless with appropriate, tight-fitting armholes (no tank tops, no halter tops, no spaghetti straps);
- Must have no writing, pictures, or graphics that unreasonably attract the attention of other students or cause disruption or interference with the operation of the school (e.g., vulgarity, sexual innuendo); Shirttails must be below the belt line even with arms raised above the head or when the student is seated

#### Shoes:

All students must wear appropriate shoes (examples: dress, tennis, flip-flops, clogs).

#### Not Approved for School Wear:

- Holes, frays, rips, or tears which are revealing or inappropriate;
- See-through clothing;
- Sleeveless shirts, blouses, without appropriate (tight-fitting) armholes;
- Deep-scooped necklines;
- Clothing that shows the bare midriff, bare back or the bare shoulders;
- Pajamas, bedroom shoes, or other sleepwear;
- Articles of clothing which advertise or display the symbols of drugs, tobacco products or alcoholic beverages;
- Clothing which may be considered racially insensitive or which displays or implies profane or obscene language or symbols;
- Emblems, insignias, badges, tattoos, or other symbols where the effect thereof is to unreasonably attract the attention of other students or cause disruption or interference with the operation of the school;
- Headgear is prohibited and must be kept out of sight on the school campus during the school day. This includes, but is not limited to, caps, hats, hoods, bandanas, wave caps, sweatbands, sunglasses, or any other head covering. No combs, rakes, curlers, or picks can be worn in the hair. Exceptions for religious or medical reasons to be granted by the principal.
- Chains hanging from wallets or clothing;
- Exposure of undergarments of any type;
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g., bandanas, sweat bands, head rags, etc.);
- Jewelry that is offensive, distracts, or is studded or pointed is unacceptable. Heavy chains are not allowed.
- Any items that would cause a safety hazard while working in the PCCA classroom labs.

## Cell Phone Usage

Students participating in the PCCA program are expected to adhere to the PCSD cell phone policy as documented in the district's parent student handbook. Please reference Paulding County School District Board of Education Policy JCDAF.

## Parental Involvement

Parents are encouraged to monitor their student's progress regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior. Parents must be available for conferences with PCCA staff when necessary.

## Authority of the School Administration

The PCCA administrative staff may undertake the corrective measure or measures that are determined to be in the best interest of the student and the Academy, including student withdrawal, denial of access, adjustments to a student's schedule, adjustments to the building schedule, and course offerings provided any such action does not violate school board policy.

## Sports/Clubs/Extra-Curricular Activities

Students will maintain all eligibility requirements established while enrolled at PCCA at their districted home school. Students will be permitted, and are encouraged, to interact with schools in the district for the following activities:

- All sports and sporting events
- Band
- Clubs
- Booster activities
- Career Tech Student Organizations (CTSOs)

## Dual Enrollment

Students who attend PCCA will have the opportunity to participate in Dual Enrollment courses through our post-Secondary partners. These Dual Enrollment courses will be taught by either PCCA instructors who have been credentialed by the college or college staff. Chattahoochee Technical College staff are scheduled to be on site to provide guidance to students and assistance with dual enrollment applications, questions and help for CTC programs.

## PCCA Graduation Cords and Pins:

Students who complete their high school career pathway (3<sup>rd</sup> or 4<sup>th</sup> level class/classes) while attending PCCA or completes at TCC that is offered at PCCA will be eligible to receive a PCCA Pin to be worn during graduation activities. If the student also successfully passes the End of Pathway Assessment (EOPA) in the course that they complete at PCCA, they will receive a PCCA Cord in addition to the PCCA Pin.

Pins and Cords will be presented during the student's Senior year PCCA Honors night.

Students who complete a Chattahoochee Technical College Technical Certificate of Completion (TCC) ONLY (without completing a high school pathway) will receive a graduation cord IF they participate in the CTC graduation ceremony at the completion of the TCC. These students will not receive a cord from PCCA.

## Student Expectations

1. Students will be responsible for completing a PCCA application and having their school counselor complete and submit the application for review.
2. Students will be expected to complete all three pathway courses and take the End of Pathway Assessment.
3. Students will be expected to complete all required labs that are associated with each pathway. This could include off-site and out of school time participation.
4. Students are expected to attend class every day. The programs at PCCA are heavily "hands-on" and a student must be in class to get the full experience.

## Statement of Plagiarism

### Definition of Plagiarism:

Plagiarism in an academic setting occurs when a student uses someone else's language, ideas, or other original (not common knowledge) material without crediting the original author. There are two types of plagiarism:

- **Deliberate Plagiarism:** The most serious offense, involves a deliberate attempt on the part of a student to pass off as his own the writing or ideas of another person (student, parent, published or unpublished author, et al). Straight copying or slight paraphrasing of a source that the student attempts to conceal.
- **Unintentional Plagiarism:** Carelessly or inadequately citing ideas and words borrowed from another source.

Both types of plagiarism are serious violations of the principles of academic integrity.

- A student who intentionally plagiarizes will receive zero credit for the assignment and will be subject to a disciplinary referral. Recovery will not be given.
- A student who allows another student to copy his or her paper or assists in the act of plagiarism will be subject to disciplinary action.

## Frequently Asked Questions

1. Where is PCCA located?

The Paulding College and Career Academy is located at:  
4555 Dallas Acworth Hwy.  
Dallas, GA 30132  
On the campus of the New Hope Education Center.

2. Who can attend PCCA?

Any student in grades 9-12 enrolled in one of the five PCSD high schools can attend PCCA. However, classes do have limits on the number of students that can be enrolled at one time.

3. Will transportation be provided?

Yes, transportation is provided for all students participating in the PCCA program. Buses will be transporting students from their home high school to PCCA for morning and afternoon sessions. Students who can provide their own transportation to and from the PCCA campus are welcome to drive if a parking application is approved. All PCSD policies and procedures for student's driving to school must be followed while on the PCCA campus.

4. Will lunch be provided at PCCA?

No, lunches are not provided while students are on the PCCA campus. However, the PCCA schedule allows for student to be present at their home school to eat lunch daily.

5. Can students also be in the dual enrollment program?

Yes, students can, and are encouraged to, participate in Dual Enrollment opportunities. Several classes at PCCA are also offered as Dual Enrollment. Students must meet post-Secondary partner requirements to be eligible for the post-secondary credit.

6. Can students participate in all activities at their home school?

Yes, in fact it is encouraged. Students who participate in PCCA are considered full members of their home school and may participate in all clubs, sports, proms, and special events. Please note that students maintain the eligibility at the home school while enrolled at PCCA.

7. Do students maintain athletic eligibility?

Yes, all eligibility remains intact.

8. How do students enroll?

To enroll at PCCA, students just need to fill out the application on the PCCA website. There are no requirements that students need to meet to attend PCCA. Attendance at PCCA will need to fit in with their graduation plan and their class schedule.

9. Can students withdraw from PCCA and return to their districted school?

Per PCSD policy, students can transfer out of a course at PCCA within the first 10 days of the semester. After this time, they will be required to complete the course in which they are enrolled. Students may transfer at the beginning or at the end of any semester.

10. How many classes will a student take at PCCA each semester?

Students will be in either a morning or afternoon session based on class availability. While at PCCA, students will take one or more pathway courses each semester. They may also take online courses, participate in the Work-Based Learning program, participate in Dual Enrollment courses (on and off campus), or have a minimum day schedule (if eligible).

11. What grade levels does the PCCA program serve?

PCCA serves 9th – 12th grade students enrolled in the Paulding County School District. However, only 10<sup>th</sup> – 12<sup>th</sup> grade students are eligible for Dual Enrollment courses (following Georgia HOPE guidelines).

12. Are the courses NCAA approved regarding athletic scholarships?

Yes.

13. What are the deadlines and timetables for applying to the PCCA?

Students should fill out the PCCA application on the school website during the semester before they wish to attend. They should also contact their counselor to make them aware that they would like PCCA to be included in their schedule for the next semester.

14. Will there be full time qualified staff to assist the students?

Yes, PCCA instructors are industry experts who will be working with members of their Industry Advisory Boards to ensure that curriculum will prepare students for employment in these areas.

15. How often must the students physically attend PCCA?

PCCA follows the Paulding County School District calendar and is a full-time Face-to-Face program.

16. Are there requirements for any PCCA classes?

Yes, there are requirements for certain PCCA classes. These include:

- I. Certified Nursing Assistant (CNA) – student must be at least 16 years of age before they start their clinical activities. Students must also have successfully completed Introduction to Health Care and Essentials of Healthcare before they begin the CNA class.
- II. Patient Care Technician (PCT) – students must be at least 18 years of age before they begin their clinical activities. Students must have successfully passed their CNA certification exam to begin the PCT class.
- III. Certified Medical Assistant (CMA) - student must be at least 16 years of age before they start their clinical activities. Students must also have successfully completed Introduction to Health Care and Essentials of Healthcare before they begin the CNA class.

## Paulding College & Career Academy Staff

### PCCA Office Staff:

- Dr. Vladimir Labossiere, Administrator – New Hope Education Center  
[vlabossiere@paulding.k12.ga.us](mailto:vlabossiere@paulding.k12.ga.us)
- Barbara Crutchfield – Assistant Director– New Hope Education Center  
[bcrutchfield@paulding.k12.ga.us](mailto:bcrutchfield@paulding.k12.ga.us)
- Jana Stegall, PCCA CEO [jstegall@paulding.k12.ga.us](mailto:jstegall@paulding.k12.ga.us)
- Lizzie Sanders, PCCA Clerk [esanders@paulding.k12.ga.us](mailto:esanders@paulding.k12.ga.us)

### PCCA Teaching Staff:

- TBD – Cybersecurity
- Sherri McCoy – Healthcare – CNA/PCT [smccoy@paulding.k12.ga.us](mailto:smccoy@paulding.k12.ga.us)
- Kenzie McDonald – Healthcare – CMA [ktmcdonald@paulding.k12.ga.us](mailto:ktmcdonald@paulding.k12.ga.us)
- Jennifer Roberts – Mechatronics [jroberts@paulding.k12.ga.us](mailto:jroberts@paulding.k12.ga.us)
- Lanier Turley – Energy [lturley@paulding.k12.ga.us](mailto:lturley@paulding.k12.ga.us)

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