



Student Handbook

2018-2019

Carroll County College and Career Academy

South Campus

1075 Newnan Road
Carrollton, GA 30116
Phone: 770-832-8380

Fax: 770-830-5037

Doug Wright
CTAE Coordinator/Principal



North Campus

604 Wall Street
Villa Rica, GA 30180
Phone: 770-459-2090

Fax: 770-459-2089 David Turner CTAE
Coordinator/Principal

Carroll County School System

Welcome

On behalf of the administration, faculty, and staff, we welcome you to the College and Career Academy (CCA). This handbook is a brief summary of the procedures unique to the CCA. The CCA handbook is intended to supplement the Student Handbook that is given to students at each high school. A complete listing of Carroll County Board of Education's policies may be found at www.carrollcountyschools.com.

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. Additional information concerning our school may be located at cca.carrollcountyschools.com.

The College and Career Academy is designed to serve students interested in specialized technical career areas. These courses are open to all Carroll County high school students in the 10th grade and above who have successfully completed one unit of math, one unit of English, and/or other prerequisites for specific programs.

Transportation is available to and from each of the high schools for students interested in these specialized programs.

We are looking forward to a successful and exciting year at the College and Career Academy.



College and Career Academy Mission Statement

To prepare students for high-skill, high-wage, and high-demand career pathways while meeting the workforce needs of West Georgia.

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College and Career Academy Staff

South Campus

Phone: 770-832-8380

Fax: 770-830-5037

Administrative and Support Staff

Doug Wright	CTAE Coordinator and Principal
Katie Bryant	Counselor
Sharon Hubbard	Administrative Assistant/Bookkeeper

Faculty

Steve Sumner	Automotive Technology
Terry Welch	Information Technology
Tiffany Henderson	Culinary Arts
Adrian Williams	Video Broadcast Production
Deana Crews	Early Childhood Education
Dave Green	Engineering/Robotics
Michelle Kelly	Graphic Design
Chris Smith	Healthcare Science

Kelly Bass	Work Based Learning
B.J. Long	Work Based Learning
Marcia Morris	Work Based Learning

Debra Powell	CTI Coordinator
Cynthia Jones	CTI TA

Delaine Gann	Cosmetology (WGTC)
Bill Barnett/Darrell Brazier	Welding (WGTC)
Abby Sutton	Nurse Aid

Cyndi Crews	Full STEAM Ahead Science
Grady Reynolds	Full STEAM Ahead Math



North Campus

Phone: 770-459-2090

Fax: 770-459-2089

Administrative and Support Staff

David Turner	CTAE Coordinator and Principal
Beth Turner	Counselor
Angie Monroe	Administrative Assistant/Bookkeeper

Faculty

Danny Burgamy	Information Technology
Ed Cook	Video Broadcast Production
Chip Comley	Automotive Technology
Samantha Henderson	Early Childhood
Bennett Jacobs	Agriculture
Trudi Lawless	Engineering/Robotics
Marie Pearson	Graphic Design
Donesha Turnipseed	Culinary Arts
Amy Worthy	Healthcare Science

Kelly Bass	Work Based Learning
B.J. Long	Work Based Learning
Marcia Morris	Work Based Learning

Lisa Davis	CTI Coordinator
Donna McCoy	CTI TA

Delaine Gann	Cosmetology (WGTC)
Bill Barnett/Darrell Brazier	Welding (WGTC)
Abby Sutton	Nurse Aid (WGTC)

PROGRAMS OF STUDY

Agricultural Education - This pathway is a great combination for students who are interested in animal science & agriculture mechanics. A strong understanding of agriculture mechanics is necessary with all farm work, including food and animal farms. Workers in Agricultural Mechanics are responsible for the efficient operation of farm machinery. Opportunities in the farm equipment industry will grow as farms merge and grow larger. Agricultural and farm equipment mechanics are responsible for the maintenance, repair, and installation of machines that increase the efficiency of farming activities, such as planting, harvesting, and irrigating crops. Agricultural mechanics also service and repair smaller lawn and garden equipment operated by suburban homeowners.

Automotive Service Technology - Automobile service technicians and mechanics, often called service technicians or service techs, inspect, maintain, and repair cars and light trucks. To become a master automobile mechanic, students can complete the Automobile Maintenance & Light Repair pathway then take the end of pathway assessment in Automobile Maintenance & Light Repair offered by the National Institute for Automobile Service Excellence (ASE) in collaboration with NATEF/AYES/SkillsUSA. Students completing the Automobile Service Technician pathway may take the end of pathway assessment in Automobile Service Technology offered by the National Institute for Automobile Service Excellence (ASE) in collaboration with NATEF/AYES/SkillsUSA. Students completing the Master Automobile Service Technician pathway may take the end of pathway assessment in Master Automobile Service Technician offered by the National Institute for Automobile Service Excellence (ASE) in collaboration with NATEF/AYES/SkillsUSA.

Audio -Video Technology and Film - 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.

Culinary Arts - A career in culinary arts involves more than simply cooking. Many job opportunities exist in this field, from executive chefs to part-time food service workers. Chefs, cooks, and food preparation workers prepare, season and cook a wide range of foods in a variety of restaurants and other food service establishments. Food service managers are responsible for the daily operations of restaurants and other establishments that prepare and serve meals and beverages to customers.

Cyber Security - This pathway develops the knowledge and skills needed to master the core concepts in cyber security. Course material is updated regularly to keep pace with changes in technology and threat landscape. Students come away with a solid foundation for building a career in cyber security or just strengthening their own home network.

Early Childhood - Preschool, kindergarten and elementary school teachers play a vital role in the development of children. They introduce children to math, language, science and social studies. They use games, music, artwork, films, books, computers and other tools to teach basic skills. Teachers design classroom presentations to meet

students' needs and abilities. They also work with students individually. They are responsible for planning, evaluating and assigning lesson plans; preparing, administering, grading tests and maintaining discipline.

Engineering - Today's professionals in the engineering and technology field continue to revolutionize the way we live. They design, produce, operate, and maintain a variety of equipment and services we use in our everyday lives. The rapidly changing engineering and technology field requires a broad educational background and a lifelong commitment to learning new and specialized information. Overall job opportunities in engineering and technology are expected to be good, but will vary by specialty. Technology and technology-related employment will continue to increase as technology changes and new technology is invented.

Graphic Design - Graphic designers—or graphic artists—plan, analyze, and create visual solutions to communications problems. They find the most effective way to get messages across in print, electronic, and film media using a variety of methods such as color, type, illustration, photography, animation, and various print and layout techniques. Graphic designers develop the overall layout and production design of magazines, newspapers, journals, corporate reports, and other publications. They also produce promotional displays, packaging, and marketing brochures for products and services, design distinctive logos for products and businesses, and develop signs and signage systems—called environmental graphics—for business and government. An increasing number of graphic designers also develop material for Internet Web pages, interactive media, and multimedia projects.

Healthcare Science - Health professionals in this pathway work directly with patients and may provide care, treatment, counseling and health education information. National labor market information indicates that eight out of the top twenty fastest-growing occupations are in the Health Science industry. (OOH) Based on an aging population and a retiring workforce, the demand for healthcare workers will remain high through 2020. As the roles change in Therapeutic Services careers, professionals in this pathway will find increased opportunities to work independently. Additionally, an increasing number of career opportunities are becoming available outside of the traditional hospital setting. Educational levels vary from occupation to occupation.

Information Technology - The increased use of computers has created a high demand for specialists to provide advice to users, as well as for day-to-day administration, maintenance, and support of computer systems and networks. Computing jobs are generally high paying, and those working in the computing profession have a high level of job satisfaction. Computing majors require a foundational knowledge of problem solving and logical thinking.

BELL SCHEDULE

South CCA

First Block	8:30 – 9:55
Second Block	10:45 – 11:55
Third Block	12:45 – 2:05
Full STEAM Ahead	8:30-11:55; 12:00-3:00

North CCA

First Block	8:25 – 10:19
Second Block	10:24 – 12:13
Third Block	1:41 – 3:30

ATTENDANCE

Attendance has a vital bearing on the educational process. It should not be encouraged to the point of keeping children in school who are sick, but should be insisted upon to maintain interest and facilitate progress. Attendance is recorded each block by each instructor. However, with the appropriate documentation, Students may be counted legally present when:

- actually present
- acting as an official page in the legislative assembly
- assigned in-school suspension
- representing the school at a school function
- being served by the hospital/homebound teacher
- attending a school sponsored event/activity

Maximum Number of Absences

It is the student's responsibility to bring excuses for all absences to the College and Career Academy as well as their regular high school. Any middle or high school student having more than 7 absences (lawful and/or unlawful) in a class during a semester will receive no credit for the class unless a waiver is granted through the appeals process by the principal or the principal's designee. Students who have more than 7 absences per semester must appeal in writing to the principal or the principal's designee to receive earned credit. If any absences are unlawful, the principal or designee shall determine whether there exist unusual conditions or extenuating circumstances relating to the student's personal life or family situation, which would require that the provisions of this policy be waived. If so, the student shall be allowed to make up missed work and shall not be denied credit for the semester based on excessive absences. All makeup work must be completed within **two** weeks after the end of the semester. If the student has any unexcused absences and there are no unusual conditions or extenuating circumstances relating to the student's personal life or family situation, the student shall not be allowed to receive credit for the semester, even if the student has passing grades.

Note: Please see Carroll County Board Policy for complete Attendance Policy at www.carrollcountyschools.com.

BRING YOUR OWN TECHNOLOGY (BYOT)

Students and parents/guardians participating in BYOT must adhere to the Student Code of conduct, Digital Citizenship Standards, as well as all board policies, and Policy IFBG: Internet Acceptable Use.

Student technology devices:

- Must be in silent mode while on school campuses and while riding school buses.
- May not be used to cheat on assignments or tests, or for non instructional purposes (such as making personal phone calls and text/instant messaging).
- May not be used to record, transmit, or post photographic images or video of a person, or persons on campuses during school activities and/or hours.
- May only be used to access files on computer or internet sites which are relevant to the classroom curriculum. Games are not permitted with exception of those aligned to instructional objectives and used according to guidelines established by the teacher.

Students acknowledge that:

- The school's network filters will be applied to one's connection to the Internet and attempts will not be made to bypass them.
- Bringing on premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Policy IFBG: Internet Acceptable Use.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of Policy IFBG: Internet Acceptable Use.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Printing from personal electronic devices is not possible at schools.
- Personal technology is charged prior to bringing it to school and runs off its own battery while at school.

CHECK IN/OUT PROCEDURES

Check In:

Any student late to school, not riding the provided CCA bus, must check-in at the front office and obtain a check-in slip to be admitted to class. Late students will be recorded as tardy. Please see tardy policy on page 5 for further information.

Check Out:

Any student leaving campus early must follow checkout procedures in the front office. Parents must come into the CCA office to sign a student out or a student may bring a signed note with phone number where the parent may be

reached for verification. Only people listed on the Emergency Information Blue Card will be allowed to check a student out of school. Adults checking a student out of school are required to show proof of identification.

DISCIPLINE AND CODE OF CONDUCT

Please refer to the Carroll County Student Handbook-Administrative Rule JCDA-R in District Section at www.carrollcountyschools.com

DRESS CODE

Please refer to the Carroll County Student Handbook-Administrative Rule JCDA-R in District Section at www.carrollcountyschools.com

DRIVING

Transportation to the College and Career Academy (CCA) is furnished by the Carroll County Board of Education. **STUDENTS ARE NOT ALLOWED TO DRIVE TO CCA.**

FIELD TRIPS

Field trips are an integral part of the instructional process. In instances where advance tickets must be purchased, money will not be refunded. Students may be denied the right to participate in field trips due to behavior and absences. Students should be “in good standing” in all of their classes in order to attend field trips during the instructional day.

HALL PASSES

Teacher pre-made passes are used for bathroom passes only and may be used by one student at a time. Students must have a written pass signed by their instructor to permit them to any other areas.

MAKEUP WORK FOR ABSENCES

Makeup work assignments must be arranged **within three school days** upon the student’s return to school. The STUDENT or parent is responsible for making the arrangements for the makeup work. It is the student’s responsibility to notify the teacher in advance of in-school suspension dates.

TARDY POLICY

Students are required to arrive at school in time for them to be in their assigned classroom before the time set by the school administrators. Students not in their classrooms at that time will be counted tardy. The students may be counted absent from the class or classes missed if they are not present for the entire class period. Student tardiness or check outs should only be for lawful reasons.

CCA Tardy Policy:

2nd Tardy-Verbal Warning

3rd Tardy-Letter sent home with student to be signed by parent/guardian

4th Tardy-Referral to administrator

5th Tardy-Referral to administrator/administrator assigned consequence

TELEPHONE

Students must obtain permission from their instructor or an administrator to use a telephone while on the CCA campus.

SAFETY STANDARDS

The safety of all students at CCA is a priority of all instructors in all programs. Students are provided with a thorough safety orientation and precautions are taken to insure the prevention of accidents in the technical lab settings. Students will not be allowed to participate in any lab activity without proper safety attire as required by the individual program. Certain programs require additional dress requirements in addition to those outlined in Carroll County School's dress code. These are not dress code standards, but safety standards. The instructors will inform students about the accepted attire for safety standards.

Students MUST fill out and have signed by a parent /guardian a Blue Card, Participation Form, and BYOT Form in order to work in College & Career Academy Labs.

CAREER TECHNICAL STUDENT ORGANIZATIONS (CTSO)

Student participation in CTSO's is co-curricular; however, parents or guardians may wish to decline permission for a student to participate in a particular club or organization. Before any student participation is granted, a permission form must be signed and returned. These forms will be kept on file by the faculty advisor of that organization. This will also be the procedure in the case of any club that begins after the start of the school year. The following is information about the CTSO's offered at the College and Career Academy. An example of an agreement form is in the CCA Student Handbook that must be signed before students are allowed participation in CTSO's.

FBLA

Georgia Future Business Leaders of America (FBLA) is a nonprofit student organization committed to preparing today's students for success in business leadership. With over 50 years of experience, Georgia FBLA is the premiere organization for student leaders.

Georgia FBLA is an affiliate of Future Business Leaders of America-Phi Beta Lambda, Inc., which is the largest student business organization in the world with more than 250,000 members. Georgia is also the largest FBLA chapter in the nation with over 24,000 members.

FBLA is an important partner in the success of school-to-work programs, business education curriculums, and student leadership development. FBLA is recognized by the U.S. Departments of Education and Labor as an integral part of a co-curricular approach to business and leadership education.

The FBLA mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. We bring our mission to life through the application of our motto: Service, Education, and Progress.

More information about FBLA may be found at: <http://georgiafbla.org/>

HOSA

Health Occupations Student Association (HOSA) is a national student organization endorsed by the U.S. Department of Education and the Health Science Technology Education (HSTE) Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the healthcare industry and to enhance the delivery of quality healthcare to all people. HOSA's goal is to encourage all health occupations instructors and students to join and be actively involved in the HSTE-HOSA Partnership.

HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in HSTE programs. HOSA is 100% health care! Since its inception in 1976, HOSA has grown steadily reaching nearly 130,000 members through 48 chartered HOSA State Associations and approximately 2,600 secondary and postsecondary/ collegiate chapters in 2007-2008.

HOSA is not a club to which a few students in school join. Rather, HOSA is a powerful instructional tool that works best when it is integrated into the HSTE curriculum and classroom. HSTE instructors are committed to the development of the total person. Those who join the HSTE-HOSA Partnership recognize the importance of providing students with training far beyond the basic technical skills needed for entry into the healthcare field. The rapidly changing health care system needs dedicated workers who, in addition to their technical skills, are people-oriented and capable of playing a leadership or followership role as a member of a health care team.

HOSA's mission is especially critical when considering the acute shortage of qualified workers for the healthcare industry. It is essential that the HSTE-HOSA Partnership maintain its momentum and encourage all HSTE instructors to integrate HOSA into their curriculum and classrooms.

The mission of HOSA is to enhance the delivery of compassionate, quality healthcare by providing opportunities for knowledge, skill and leadership development of all health science technology education students, therefore, helping students to meet the needs of the healthcare community.

More information about HOSA may be found at: <http://georgiahosa.org/>

SkillsUSA

Skills USA is an applied method of instruction for preparing America's high performance workers in public career and technical programs. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communication skills. It emphasizes total quality at work: high ethical standards, superior work skills, lifelong education, and pride in the dignity of work. Skills USA also promotes understanding of the free-enterprise system and involvement in community service.

SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills. At the annual national-level SkillsUSA championships, over 4,600 students compete in 84 occupational and leadership skill areas. SkillsUSA programs also help to establish industry standards for job skill

training in the lab and classroom and promote community service. SkillsUSA is recognized by the U.S. Department of education and is cited as a “successful model of employer-driven youth development training program” by the U.S. Department of Labor.

More information about SkillsUSA may be found at: <http://skillsusageorgia.org/>

TSA/VEX

Founded in 1963 The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design and engineering. Members apply and integrate science, technology, engineering and mathematics concepts through co-curricular activities, competitive events and related programs.

More information about TSA may be found at: <http://gatsa.org/>

FEA

The Future Educators Association (FEA) is a nationally recognized Career Tech Student Organization designed to provide middle and high school students with the opportunity to explore careers in education. Many of today’s adults recall having a Future Teachers of America (FTA) club in their schools when they were students. FEA Georgia is a refreshed and updated version of the same idea.

FEA chapters sponsor activities at the local level to allow their members to gain experience in working with students (such as serving as teacher aides or tutoring younger students) and to see teaching “from the other side of the desk” by shadowing teachers or helping them on teacher work days. They also work to promote positive attitudes toward school and teachers within their building by conducting various teacher appreciation projects. Community Service is also a favorite FEA goal. Many chapters host canned food drives, coat drives, or book drives for those in need in their communities. But these ideas are only the beginning; FEA chapters are encouraged to develop their local chapters to meet the desires and goals of their local members.

More information about FEA may be found at: <http://www.pageinc.org/general/custom.asp?page=FEA>

FFA

Founded in 1928, the former "Future Farmers of America" brought together students, teachers and agribusiness to solidify support for agricultural education. The name of the organization was changed to the National FFA Organization in 1988 to reflect the growing diversity of agriculture. Today, more than 600,000 student members are engaged in a wide range of agricultural education activities.

Students between the ages of 12 and 21 who are enrolled in a systematic course of instruction in agricultural education are eligible for membership. Your local school system must offer agricultural instruction and have an active FFA chapter for you to join.

Georgia FFA is the 3rd largest state association with more than 37,000 members. There are 290 chapters and more than 400 agricultural education teachers in Georgia.

Career opportunities abound within today’s agriculture industry. CDEs help students develop the abilities to think critically, communicate clearly and perform effectively in a competitive job market. Georgia FFA members have the opportunity to participate in CDEs ranging from floral design to dairy cattle evaluation. Some events allow students to compete as individuals, while others allow them to compete in teams.

More information about FFA may be found at: www.georgiaffa.org.

NONDISCRIMINATION STATEMENT

All career and technical education programs follow the system’s policies of nondiscrimination on the basis of race, color, religion, national origin, sex, age, and disability in all programs, services, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. The following individuals have been designated as the employees responsible for coordinating the school system’s effort to implement the nondiscriminatory policy:

Title VI	Civil Rights	Assistant Superintendent of Personnel
Title IX	Sex Equity	Assistant Superintendent of Personnel
Title II	Perkins Act	Director of CTAE
ADA & Section	504 Disability	Assistant Superintendent of Personnel

Inquiries concerning the application of the Perkins Act, Title VI, Title IX, or Section 504 and the Americans Disability Act and the practices of the school system may be addressed to the persons listed above at:

Carroll County Schools
164 Independence Drive
Carrollton, Georgia 30116
or by calling (770) 832-8380

PROTOCOL FOR THE USE OF TECHNOLOGY ON CARROLL COUNTY SCHOOL SYSTEM CAMPUSES

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students in select classes may now bring their own technology. School administrators and participating teachers will continuously identify instructional benefits, evaluate, and refine Bring Your Own Technology (BYOT) use with students in classrooms.

Definition of “Technology”

For the purposes of BYOT, “technology” means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Internet

Only the Internet gateway provided by the school system may be accessed while on a Carroll County School System campus. Use of personal Internet connective services such as, but not limited to, those provided to cell phones / cell network adapters to access internet sources is not permitted at any time.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. **Carroll County School System staff or employees are not liable for any device stolen or damaged on any campus.** If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

BYOT CARROLL COUNTY STUDENT AGREEMENT

The use of technology to provide educational material is not a necessity, but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOT must adhere to the Student Code of conduct, Digital Citizenship Standards, as well as all Board policies, and Policy IFBG: Internet Acceptable Use.

Student technology devices:

- Must be in silent mode while on school campuses and while riding school buses.
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- Personal technology is charged prior to bringing it to school and runs off its own battery while at school.

College and Career Academy of Carroll County 2018-2019

A copy of the student handbook can be found at <http://collegeandcareernorth.ga.cca.schoolinsites.com/>

Student Name: (please print) _____ Instructor _____

A.) Career and Technical Student Organization Participation Form

You have a choice as to whether or not your student may participate in the Career and Technical Student Organization (CTSO) that is a co-curricular part of your student's technical education courses. Please check the appropriate box below and return this form to your student's CCA classroom teacher by **August 24, 2018.**

Yes () My child **has** permission to participate in the _____ CTSO Club.

No () My child **does not** have permission to participate in the _____ CTSO Club.

Parent/Guardian Signature: _____ Date: _____

B.) BYOT Parent/Student Agreement

I understand and will abide by the BYOT policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or technology privileges as well as other disciplinary action.

Signature of Student

Date

Signature of Parent/Guardian

Date

C.) Student Handbook Acknowledgement

My signature below indicates that I have read the 2018-2019 College and Career Academy Student Handbook, have participated in a review session with my school administrators and teachers, and agree to abide by all school discipline policies.

Student Signature: _____ Date: _____

D.) Parent Handbook Acknowledgement

My signature below indicates that I have read the 2018-2019 College and Career Academy Student Handbook.

Parent/Guardian Signature: _____ Date: _____

Please follow us on our social media pages to keep up with announcements and pictures of your students.

Instagram - cca.south

Facebook - @collegeandcareersouth

Twitter - @cca_south

Website - <http://cca.carrollcountyschools.com/>