

EMPOWER
College & Career Center

OPERATIONS MANUAL

**Empower Students and Parents
2022-23**

Revision Date: 6/28/2022

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Our Team

Empower Main Office			
Chief Executive Officer	John Uessler	Bookkeeper	Marci Irwin
Chief Operating Officer	Dr. Meri Blackburn	Administrative Assistant	Martha White
Assistant Principal	Judy Hollandsworth	Clinic Aide	Jasmine Dalton
School Counselor	Leslie Dooley	School Resource Officer	Joy Parson
Jackson County Schools Career, Technical, and Agricultural Education			
CTAE Director	Todd Shultz	Administrative Assistant	Marci Irwin
Work-Based Learning Coordinator – JCHS	Greg Maxwell	Work-Based Learning Coordinator - EJCHS	Roshuanda Merritt
Empower Instructors			
English Language Arts	Ansley Deese	English Language Arts/Special Education	Kate Rochford-Price
English Language Arts	Helena Kesler	Social Studies	Elizabeth Hicks
Math	Leah McConnell	Social Studies	Daniel Moore
Math	Greg Bailey	Social Studies	Justin Darnell
Math	Billy Poe	Agriculture	Jacqueline Cervantes
Science	Christina Curtis	Agriculture	Dr. Jacob Segers
Science	Beth Mote	Agriculture	Micah Story
Spanish		Agriculture	Anthony Brooks
CTI Paraprofessional		Agriculture	Greg Gilman
Career Technical Instructor	Andy Morrison	Architecture & Engineering	Mollie Neufeld
Adv Technology and Engineering/Mechanics	Justin Lee	Audio Video / Technology & Film	Traci Smith
JROTC	Major Billy Chau	Audio Video / Technology & Film	Denise Wilbanks
JROTC	CSM Melvin Farr	Construction	David Adams
JROTC	MSG Shon Wilson	Construction	Jake Slusher
JROTC	1stSG Andrew Keene	Healthcare Science	Shae Bailey
Health/PE	Brent Gilstrap	Healthcare Science	Emily Gunderson
Entrepreneurship	Joshua Lingerfelt	Healthcare Science	Lisa Cauthen
Entrepreneurship	Chris Hobgood	Healthcare Science	Amy Thomason
Preschool Special Education	Jillian Pratt	Healthcare Science	Elizabeth Favaro
Preschool Special Education	Katie Roper	IT/ Computer Science	Robert Andrews
Preschool Paraprofessional	Lori McClain	IT/ Computer Science	Melissa Rommelman
Preschool Paraprofessional		Preschool Paraprofessional	

Empower Graduates

Empower College and Career Center (Empower) is a college and career program of choice for high school students enrolled in Jackson County Schools and Foothills Charter School.

Our Vision: Preparing all students for success by providing personalized pathways to higher education and career opportunities.

Our mission: Empowering learners for success in an ever-changing world.

To carry out our mission, we provide the following learning opportunities:

- **Access to College Coursework**

At Empower, students can earn college credits that also satisfy high school graduation requirements. Courses are offered by our college partners

- Lanier Technical College
- The University of North Georgia

- **Advanced and Unique Career Development Coursework**

At Empower, students can enroll in career, technical, and agricultural education courses not available at their base high school.

We offer career pathway courses in **11** career clusters, many of which enable students to earn **industry-recognized certifications**.

- **Professional Skills Valued by Colleges and Employers**

At Empower, students can expect an environment that emphasizes college and career readiness. In particular, Empower instructors focus on proficiency in the application of essential **communication, problem solving** and **work-ethic** skills.

Empower Graduates

EXPECT REMARKABLE EXPERIENCES

We are committed to preparing students to achieve their college and career goals.

To that end, we believe the following are essential characteristics of college and career ready Empower graduates.

CHARACTERISTICS OF EMPOWER GRADUATES

1. **Determined:** Develops and implements a comprehensive plan for achieving their college and career goals.
2. **Professional:** Demonstrates a strong work ethic and consistent application of essential professional skills.
3. **Enterprising:** Acquires real-world experience through work-based learning, service learning, and/or completion of a capstone project.
4. **Qualified:** Earns industry recognized certifications and credentials.
5. **Resourceful:** Participates in rigorous coursework: Dual Enrollment, Honors/Advanced Placement, and/or advanced CTAE courses.

Empower Graduates

21st CENTURY SKILLS

- **Critical Thinking** – Information and discovery, interpretation and analysis of data, reasoning, constructing arguments, problem solving, and systems thinking
- **Collaboration** – Leadership and initiative, cooperation, flexibility, responsibility and productivity, effective use of digital media, and responsiveness and constructive feedback
- **Communication (Both Oral and Written)** – Effective listening, delivering oral presentations, engaging in conversations and discussions, and communicating in diverse environments, and writing to inform
- **Creativity** – Idea generation, design and refinement, openness and courage to explore, working creatively with others, and creative production and innovation

ESSENTIAL WORK ETHIC HABITS #THEEMPOWERWAY

Students are our future colleagues, employees, and employers. With that in mind, we believe it is important for students to practice the professional traits that are essential to a productive and effective business organization.

At Empower, we emphasize the following professional skills and work-ethic traits:

Appearance

- Display appropriate dress, grooming, hygiene, and etiquette.

Attendance

- Attend class regularly
- Arrive on time
- Notify instructors in advance of planned absences
- Make up assignments in a timely manner.

Attitude

- Demonstrate a positive attitude
- Appear self-confident
- Have realistic expectations of self

Character

- Display loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.

Empower Graduates

Communication

- Display appropriate nonverbal (eye contact, body language) and verbal (listening, grammar, and etiquette) communication skills.

Cooperation

- Display leadership skills
- Appropriately handle criticism, conflicts, and complaints
- Demonstrate problem-solving capability
- Maintain appropriate relationships with supervisors and peers
- Follow the chain of command.

Organization

- Manifest skills in personal management, prioritizing, flexibility, stress management, and dealing with change.

Productivity

- Display initiative and effort
- Follow safety practices
- Conserve materials
- Maintain a neat and clean work station
- Follow directions and procedures.

Respect

- Deal appropriately with cultural and racial diversity
- Treat others respectfully and equally
- Show empathy
- Work well within the organizational structure.

Teamwork

- Respect the rights and opinions of others
- Demonstrate an ability to be a part of a team
- Cooperate
- Lead and take initiative
- Display a customer service attitude
- Seek opportunities for continuous learning
- Behave respectfully and appropriately

College Coursework

Students who attend Empower College and Career Center have the option of enrolling in college coursework, career development coursework, or both.

DUAL ENROLLMENT AT EMPOWER

The Dual Enrollment program enables students to take college courses and earn credit toward both a high school diploma and a college degree while still in high school.

General Information

1. Students may enroll full-time or part-time in approved credit-bearing college courses that may be taken before, during, or after regular school hours. Students are limited to a total of 30 hours of dual enrollment credit.
2. Tuition for Dual Enrollment courses is paid through the Georgia Student Finance Commission. There is generally minimal cost for students.
3. To participate, students must take either the SAT, ACT, or COMPASS exam and meet all other entrance requirements of the college.
4. Students should contact the individual college for details related to admission and enrollment, and confer with their base school counselor.

Course Offerings

1. Specific course offerings and schedules are posted on each college's website, and may vary by semester.
2. Course schedules may not align with the Empower's bell schedule for career development coursework.
3. The [Empower Website](#) includes a link to the dual enrollment websites for Lanier Technical College and the University of North Georgia.
4. Students should confer with their **base school counselor** to ensure the college courses of interest satisfy high school graduation requirements.

Career Coursework

CAREER PATHWAYS AT EMPOWER

Empower offers coursework in the following career clusters/pathway

Career Cluster	Career Pathway Offerings
Agriculture, Food, and Natural Resources	Agricultural Mechanics
	Animal Production and Management
	Horticulture and Plant Science
	Metal Fabrication
	Small Animal Care / Veterinary Science
Architecture and Construction	Architectural Drawing and Design
	Carpentry
	Electrical
	Plumbing
Arts, A/V Technology, and Communications	Audio-Video Technology and Film
	Film and Television
Business, Management and Administration	Entrepreneurship
Education and Training	Teaching as a Profession
Government and Public Administration	JROTC Army
Health Science	Exercise Physiology
	Sports Medicine
	Patient Care / CNA
	Allied Health and Medicine
	Surgical Technology
	Pharmacy
	Phlebotomy
	Biotechnology Research and Development Emergency Medical Responder
Information Technology	Computer Science
	Programming
	Cybersecurity
Manufacturing	Advanced Technology and Engineering
Science, Technology, Engineering, Mathematics	Engineering Drawing and Design
Transportation, Distribution, and Logistics	Supply Chain Management/Logistics

Career Coursework

Empower College and Career Center is a program of choice available to high school students enrolled in Jackson County Schools – it is an extension of our two base high schools. The following are important reminders regarding enrollment in Empower programs:

1. Registration for Empower programs is open to all high school students.
2. The registration process is completed in the winter/spring for the following school year during the course signup process.
3. In the event there are more course requests than available space, a random lottery will be used.
4. Students who enroll in Empower programs will continue to be members of their base high school.
5. The Empower Career Counselor, in partnership with the high school counselor, will provide guidance pertaining to course selection based on the students' individual college and career goals.
6. The base school counselor has primary responsibility for ensuring completion of high school graduation requirements.
7. Bus transportation is provided by Jackson County Schools. Students may use bus services to attend Empower or they may choose to provide their own transportation.
8. The Empower College and Career Center operates on a 4x4 block schedule.
9. In the unlikely event a student demonstrates that the Empower program is not for them, as evidenced by poor attendance, conduct, or grades, their continued participation may be denied.
10. Students will graduate from their base high school.

Daily Schedule

BASE SCHOOL		TRAVEL	EMPOWER	
7:55	WARNING BELL	EJ/JC TO EMPOWER 7:40-7:50		
8:00-9:25	1ST BLOCK (85 MIN)		8:10-9:25	1ST BLOCK (75 MIN)
9:30-10:55	2ND BLOCK (85 MIN)		9:30-10:45	2ND BLOCK (75 MIN)
11:00-11:30	ADVISEMENT	EMPOWER TO EJ/JC 10:50-11:10 EJ/JC TO EMPOWER 11:00-11:20	10:45-12:00	LUNCH/STUDY HALL/ ADVISEMENT 10:45-11:10 (1st lunch) 11:10-11:35 (2nd lunch) 11:40-12:00 (Advisement) 1st lunch students go to study hall during 2nd lunch.
11:35-1:35	3RD BLOCK (90 MIN) Lunch (25 min) A Lunch 11:35-12:05 B Lunch 12:05-12:35 C Lunch 12:35-1:05 D Lunch 1:05-1:35		12:05-1:20	3RD BLOCK (75 MIN)
1:40-3:05	4TH BLOCK (85 MIN)	EMPOWER TO EJ/JC 2:45-3:10	1:25-2:40	4TH BLOCK (75 MIN)

TRANSPORTATION

BUS RIDERS

- Students will ride their designated bus to their base high school. They should then promptly board an Empower bus. Upon arrival at Empower morning and midday, students will have access to food services at Empower.
- Upon completion of midday or afternoon classes, students will board an Empower bus to return to their base high school.
- Students returning to their base school at midday will eat lunch with their 3rd period class.
- Upon arrival at their base high school at the end of the school day, students will promptly board their designated bus for delivery to their home.

CAR RIDERS

- Car riders must be dropped-off and picked-up in the student parking lot next to the Empower front office.

STUDENT DRIVERS

- Student drivers must obtain a parking decal from their base school and display it in their vehicle. Students must display the Empower decal in the rear window of their car.
- The cost of an Empower parking decal is \$15.00 for the year. To receive a **free** decal, students must show proof of a current permit for their base high school.
- Parent permission must be on file for a student to ride with or drive another student.

Attendance & Punctuality

ABSENCE - TARDY - EARLY CHECKOUT

As in the workplace, a team member's attendance and punctuality is expected because it is critical to both personal and organizational effectiveness.

- When a student must be absent, they are responsible for providing a written note explaining the reason for the absence to BOTH the base school and the Empower Center.

Remember, Georgia requires students to attend school to obtain a Georgia driver's license.

- Whenever a student must arrive late or leave early, they must check-in/check-out at the main office.
- On the rare occasion when a student must be tardy to class, they are responsible for presenting a pass from the teacher whose class they just left or a pass from the front office.

Remember, unexcused tardiness can result in disciplinary actions.

MAKING-UP MISSED ASSIGNMENTS OR TESTS

Empower students are responsible for getting with their instructor to make arrangements for making-up assignments or tests they missed due to absence.

Communication

PHONE – FAX – EMAIL – TEACHER WEBPAGE

- Phone: 706-367-3511 Fax: 706-336-7905
- Email and Teacher Webpage: Go to the Empower website and click on “Faculty/Staff” for our email and teacher webpage directory.

PARENT CONFERENCES

Parents may schedule a conference with an administrator, counselor and/or instructor by contacting the Empower office at (706) 367-3511.

WEBSITE AND SOCIAL MEDIA

Students and families will find helpful information on our website and social media pages:

- Website: <https://www.jacksonschoolsga.org/Empower>
- Facebook: <https://www.facebook.com/EmpowerC3>
- Twitter: <https://twitter.com/EmpowerC3>
- Instagram: <https://www.instagram.com/EmpowerC3>

REMIND APP

Remind is a one-way text messaging and email system. With Remind, all personal information remains completely confidential. Visit www.remind.com to learn more.

- EMPOWER College and Career Center

CAMPUS MESSENGER (INFINITE CAMPUS)

The Empower administration will send email/text notifications and voice messages to share important information and updates with students and families.

CHECKING STUDENT GRADES (INFINITE CAMPUS)

Empower grades can be checked in Infinite Campus Parent Portal using the same password as the base school. Just change the drop down menu from the base school to the Empower College and Career Center to obtain the student’s grades.

Protecting Students

SECURITY PROCEDURES

1. A **School Resource Officer**, employed by the Jackson County Sheriff's Department, is assigned to Empower.
2. All visitors must enter the Empower facility through the **main entrance** and immediately check in at the main office.
3. Students and staff are required to enter/exit the facility through designated doors only.
4. All classroom doors are secured when class is in session.

MEDICINE PROCEDURES

When students take medicine at school:

- Parents must bring the medicine and related equipment to Empower and fill out a Medication Authorization Form.
- Please do not send medicine to Empower by the student.
- All prescription and over-the-counter medicine must be kept in the clinic office with the Clinic Assistant unless permission is given by the COO.

EMERGENCY CONTACT INFORMATION

It is critical for the administration and faculty to be able to contact a student's parent or legal guardian. Parents must provide emergency contact information at the time of registration, and whenever there is a change in such information.

Responsible Behavior

CODE OF CONDUCT

All regulations as stated in the 2022-23 Jackson County Schools Student [Code of Conduct](#) are enforced at Empower College and Career Center.

Students are responsible for appropriate behavior at all times. Remember that:

- Empower is a multi-use facility. On a regular basis Empower hosts college classes, meetings of district office staff, community meetings, and visitors to the school.
- Empower instructors emphasize student proficiency in demonstration of the work-ethic skills required by employers.
- Participation in Empower programs is a privilege, not a right. Continued participation can be denied for disruptive conduct.
- It is the expectation that Empower students will demonstrate professional behavior at all times.

CONSEQUENCES FOR MISCONDUCT

1. If a student is assigned ISS at Empower, the student may be required to serve the ISS time at the base school.
2. If a student is assigned ISS from the base school, the student will serve the time at the base school.
3. If a student is assigned **Out-of-School Suspension (OSS) at either Empower or their base school**, they will serve the period of suspension at BOTH their base school and Empower.

DRESS CODE

Proper dress is an essential work-ethic expectation of employers. Remember that:

- The [dress code](#), as agreed upon for JCSS high school students, is enforced at Empower.
- Empower instructors may require the specific business wear of a profession (such as hospital scrubs, etc.).
- Any student found out of dress code will be asked to change or potentially be placed in ISS for the remainder of the day at Empower.

Assessments

FINAL EXAMS & STANDARDIZED TESTS

1. Empower administers **GA Milestones End-of-Course Tests** to students who take such academic courses at Empower.
2. Empower administers **Advanced Placement (AP) Tests** to students who take such AP courses at Empower.
3. Empower administers **End-of-Pathway Assessments** to students as they complete their career pathway courses. Students scoring a “Pass” rating will earn a certificate as an End-of-Pathway Completer.

Student Organizations

CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSO) CTSOs are an extension of the Empower’s career development programs. CTSOs provide opportunities for students to:

- form positive relationships with classmates who share common interests;
- participate in leadership and professional development activities;
- engage in local, state and national skill competitions; and,
- build their college and career awareness and readiness.

CTSO opportunities at the Empower include the following:

Career Cluster	Student Organization	Instructor/Sponsor
Architecture Drawing & Design	AIA The American Institute of Architects	Neufeld
Business Management & Administration	FBLA Future Business Leaders of America	Lingerfelt Hobgood
Agriculture, Food, and Natural Resources	FFA	Brooks Gilman Segers Story Cervantes
Education and Training	FGE Future Georgia Educators	Deese
STEM – Advanced Technology and Engineering, Information Technology, Computer Science	GA First Robotics	Andrews Lee Rommelman
Health Science	HOSA Health Occupations Students of America	Bailey Cauthen Gunderson Favaro Thomason
Government and Public Administration	JROTC Junior Reserve Officer Training Corps	Chau Farr Keene Wilson
Construction Arts, Audio-Video Tech & Communications Transportation, Distribution, and Logistics	SkillsUSA	Adams Slusher Smith Wilbanks