GRiffin Region
College & Career Academy

"Preparation Meets Opportunity"

Parent/Guardian/Student Handbook
2020-2021
On behalf of the Griffin Region College & Career Academy (GRCCA) Board of Directors; Superintendents Mr. Jim Smith, Dr. Todd Simpson, and Dr. Michael Duncan; and GRCCA CEO, administration, faculty and staff; WELCOME to the Griffin Region College & Career Academy!

The GRCCA is a regional program between three different school systems: Griffin Spalding County Schools, Butts County Schools, and Pike County Schools. Post secondary institutions also partner with the GRCCA: Gordon State College, and Southern Crescent Technical College. Additionally, numerous regional businesses and industries partner with the GRCCA. The goal of the GRCCA is to provide academic and real world experience to high school students through a variety of career 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 a pathway students earn college certifications, college credits, employability skills, and entry level skills for many career options. Academic college course offerings provide an opportunity for students to earn college credits while in high school or even an associate degree. Through internships, apprenticeships, 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 the GRCCA. This handbook is a supplement to the Student Handbook provided by your particular school system. 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 the GRCCA website: www.grcca.education.

The GRCCA is governed by a Board of Directors from Business/Industry, Community and Education Partners. A list is available on the GRCCA Website.

Meet the GRCCA Staff
Katy Castanien, CEO
Dr. Laura Ergle, Director
Chad Pruitt, Assistant Principal/CTAE coordinator
Dana Hall, Counselor/Registrar
Marty Shiver, Terry Anderson & Guy Woodroof, High School Instructors
TBA, GRCCA/CTAE Secretary
Karen Westbrooks, Front Office
Tami Williamson, Para-Professional
Leslie Purser & Warren Mack, Facilities & Maintenance

AND

College Instructors from Gordon State & Southern Crescent Technical College
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GRiffin Region
College & Career Academy
HB 444 Passed Legislation Session 2020

All parents and students need to be aware of the new Dual Enrollment Guidelines passed by the GA Legislation last session, which went into effect Summer Semester 2020. Here are some highlights:

Funding Cap Eligibility
The Dual Enrollment Funding Cap is now 30 semester hours. This is a hard cap.

Students who have earned 18 hours or less, prior to Summer 2020, may receive funding for the remaining hours to the dual enrollment cap of 30 semester hours.

Students who received dual enrollment funding prior to Summer 2020 and have earned 19+ semester hours will have an opportunity to take 12 more semester hours.

What options are available after a student reaches the state-funded Dual Enrollment Funding Cap of 30 semester hours?
- Students may choose to self-pay for additional credit hours/courses.
- Students who have reached the Dual Enrollment Funding Cap may be eligible for HOPE Grant and HOPE Career Grant Programs as a “bridge” to additional funding. (Not HOPE Scholarship) Check with SCTC for more details.

Grade Level Eligibility

9th Graders
Students in the 9th grade are not eligible to participate in the Dual Enrollment funding Program.

10th Graders

- All eligible 10th Graders may enroll in approved Career, Technical and Agricultural Education (CTAE) courses listed on the Course Directory at a participating TCSG institution only.
- 10th Graders who have a minimum SAT score of 1200 or minimum ACT composite score of 26 in a single national test administration, may enroll in any approved courses listed on the Course Directory at a TCSG, USG or private eligible participating postsecondary institution. Note: GSFC must have the required test score(s) in the Dual Enrollment system prior to the student’s Dual Enrollment funding Application being approved by the high school.
- Students that were 9th graders during the 2019-2020 school year and participated in Dual Enrollment during the 2019-2020 (received funding for FY 2020) year may enroll as 10th graders in any approved Dual Enrollment courses listed on the Course Directory at any eligible participating postsecondary institution (USG, TCSG or private) for the 2020-2021 year.

11th & 12th Graders

Eligible students may take any approved Dual Enrollment courses listed on the Course Directory, at an eligible participating postsecondary institution (USG, TCSG or private).

High School Graduation Option B (SB2) Students—How is a student identified as pursuing High School Graduation Option B (SB2)?

- Students must be designated by their public high school as pursuing High School Graduation Option B (SB2)
- All new public high school students, designated by their high school, as pursuing High School Graduation Option B (SB2), starting Summer term 2020 or after, are subject to the Funding Cap. (Some programs may be eligible for the HOPE Career Grant.)

Can a student retake or withdraw from a Dual Enrollment course?

- Effective Summer term 2020 (FY2021), a student may not receive funding for the same course twice. Courses taken Summer term 2020 or later cannot be retaken and receive funding; does not include courses taken through Spring term 2020.
- Effective Summer term 2020 (FY2021), students become ineligible to continue to receive Dual Enrollment funding after their 2nd course withdrawal. Course withdrawals prior to Summer term 2020 are not included.
Daily Schedule

1st Block 8:15am-9:35am
2nd Block 9:45am-11:05am
3rd Block 12:00pm-1:20pm
4th Block 1:30pm-2:50pm

2 Block Policy

All participating high schools have agreed to a 2 Block time frame for students to attend the GRCCA. 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—see Appendix A.

During the week if a student has a FREE block, they may study in the student center; socialize in the student center; or participate in other designated activities. Due to COVID-19, social distancing guidelines will be followed.

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

REMINDE 101 & Student Information

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

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

EMAILS

All students are expected to check high school and college emails daily. If you are enrolled in a college class—this is how your college instructor will communicate with you. College instructors will not respond to personal or high school email accounts. Check high school and college email daily!

ID Badges

All GRCCA students will be issued a GRCCA 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 while you are on the GRCCA Campus.

Meals

No meals are served at the GRCCA; however, there are vending machines available to purchase snacks and drinks.
Program Eligibility

The GRCCA is a PROGRAM offered to high school students attending Jackson High School, Pike County High School, AZ Kelsey Academy, Griffin High School and Spalding High School. Students remain enrolled at their high school.

Students must meet the following eligibility requirements in order to enroll in the Dual Enrollment program through the GRCCA:

1. Be enrolled in one of the high schools mentioned above.

2. Have program ready admission test scores from the Accuplacer, SAT, ACT or GPA, whichever is required by the college they are seeking dual credit.

Students taking high school courses must meet any program criteria as outline in the student course guide.

Application Procedure for the Dual Enrollment Funding Program

The new annual online application is available on GAfutures and may be completed by high school students who are enrolled and physically attending a participating eligible public or private high school in Georgia or an eligible participating home study program in Georgia.

- The student must first create a GAfutures account profile that includes the student’s correct information (legal name, email address, home address, social security number and date of birth). If the student does not have a valid social security number, when creating a GAfutures account profile, they will be assigned a GAfutures temporary ID.
- Upon selecting the Dual Enrollment funding application for the 2020 – 2021 school year, the student’s GAfutures account profile will prepopulate the funding application. The school year includes Summer term 2020, Fall term 2020, Fall 1 term 2020, Winter term 2021 and Spring term 2021.
- Within the application the student must provide a parent/guardian’s email address for the parent/guardian to electronically complete and sign the Dual Enrollment Participation Agreement for their student.
- The student will receive an application ID upon submission of the application and should provide the application ID to the parent/guardian.
- The parent/guardian will receive an email with instructions to complete and sign the Dual Enrollment Participation Agreement. The parent/guardian will be prompted to provide the student’s date of birth and the application ID (as provided and emailed to the student) or student’s social security number and date of birth. The parent/guardian may visit GAfutures.org/DE Parent Agreement to access the paper agreement.
- The high school/home study and postsecondary institution must approve the student’s online application prior to the term and by the deadlines set by the school and college or last day of the term at the latest.

SB 2 Students

All students wishing to participate in Georgia’s Alternate Graduation Plan, formerly known as SB 2, must notify their high school counselor so they are able to document your SB 2 Plan in your GAfutures Funding Application. Failure to do so may compromise funding and you may not receive all the necessary courses required for graduation. Also ensure the GRCCA counselor is aware you are a SB 2 student, so she may also work with you on your graduation plan.
Dropping a Class

Colleges have designated the first 3 days of the semester as the only days you are able to DROP a class, and it not count against you. Read your syllabus, listen to your instructor the first day of class so if you need to drop the class, you can make an informed decision. You do not want it to be a withdrawal and count against you.

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. Additionally, it may compromise your dual enrollment funding.

Students wishing to withdraw from a college course should contact both the GRCCA counselor/registrar and their college adviser 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. The student who begins attending postsecondary classes with the GRCCA and then decides to withdraw risks the privilege of attending the GRCCA in the future, as well as compromise dual enrollment funding.

Tutoring services are available at Gordon State, and Southern Crescent Technical College for college courses.

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. This is a “C” without quality points.

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.

Grades

Grades for Dual Enrollment courses are important, as grades are permanent. The high school must agree to the grade assigned by the Southern Crescent Technical College instructor or the Gordon State College Instructor. The instructor will provide a letter grade where A=95, B=85, & C=75 etc. These grades will be submitted to the High School Coordinator assigned to this program as well as either Southern Crescent Technical College or Gordon State College Director of Registration and Records.

Regarding the transferability of college courses taken at the GRCCA, it is always up to the receiving institution the right of acceptance. In 2012, an agreement was made with the University System of Georgia (USG) and the Technical College System of Georgia (TCSG) where general education courses are transferable within these institutions. In 2013, an agreement was made with Georgia Independent College Association (GICA) and TCSG for transferable general education courses. All general core academic courses offered at the GRCCA fall into the 27+ transferrable courses.

Orientation

All students attending the GRCCA 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 GRCCA classes until the student and parent/guardian have attended an Orientation.
Attendance Guidelines

Regular and punctual attendance is expected of all students who enroll in classes at the GRCCA. Absences prevent students from receiving full course benefits, seriously disrupts orderly course progress, and significantly diminishes the quality of group interaction in class. GRCCA 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.** This information will be clearly communicated on the addendum to the course syllabus.
- All students are required to sign in daily upon arrival to their class at the GRCCA. Students must follow the GRCCA Academic Calendar, *attached*, as this is what the instructors will also follow.
- **Pep rallies or other non-curricular activities are not considered excused absences.**
- Dates of completion of high school courses may differ from completion dates of college courses. Students must follow the GRCCA Academic Calendar as stated above.
- Receiving a failing grade “F” in a college course can result from grades, work ethic, or attendance issues.
- Only a parent/guardian, identified by a student’s high school information data system, will have the authority to check out a student. GRCCA will not interrupt a college class and ask a student be dismissed early—we will only interrupt a high school course or if your student has a free block and they are in the student center.

**Special Permissions**

High school students enrolled in Dual Enrollment programs at the GRCCA must agree to allow parental/guardian access to all college records by signing the Wavier 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.

**Note:** Material covered in college classes is intended for college students. The readings assigned and topics discussed are standard college content found in introductory course text and syllabi and often pertain to adult subjects.

**Transportation**

Transportation is provided for all GRCCA students to the GRCCA Campus from their high school for the morning or afternoon session. Students may also opt to drive their personal vehicle. Students will be expected to arrive on the bus and stay on campus for the 2 block period, unless they drive and have completed Appendix A indicating so, and have purchased a Parking Permit.

**Parking is EXTREMELY LIMITED, and some students may have to park at a distance to walk to campus.** Students need to allow time to park and still arrive to class on time. All students driving to the GRCCA will be required to purchase a parking pass at a cost of $10, Appendix B. Cars will be subject to towing if they do not display a GRCCA parking pass. The GRCCA, and each participating school system, are not responsible for students driving their personal vehicle to the GRCCA Campus.

Failure to complete the Parking Application, purchase a GRCCA parking permit, park in a designated student parking space, may result in your car being ticketed and/or removed from campus, and/or your parking privileges revoked.
Behavior & Discipline

Students are expected to follow the behavior guidelines set forth by their high school and student handbook, as well as the GRCCA policies and guidelines. The GRCCA 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 GRCCA will be removed from the program and sent back to their high school.

Discipline issues will be addressed by the GRCCA Administration, and/or high school administration, and/or the college campus in which they are attending.

Dress Code

Students attending the GRCCA 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 GRCCA deems inappropriate. Failure to comply will result in disciplinary actions, and possibly students being given an alternate item of clothing to wear.

GRCCA Recognition

The GRCCA will have a student recognition event in the Spring where students will be given graduation cords for completing a Technical Certificate of Credit, as well as other honors.

Family Educational Rights & Privacy Act, FERPA

A student’s photograph, name, or examples of class work (including videos) may be published on social media or local media in conjunction with the Griffin Region College & Career Academy (GRCCA). You have the right to refuse to allow all or any part of the above information to be disclosed to the public upon request. If you wish to exercise this right, you must notify the Director of the GRCCA, Dr. Laura Ergle, via email, at laura.ergle@gscs.org, by the 5th day of the semester, August 21, 2020.
Technical Certificate Programs

Students enrolled in technical programs i.e. welding, cosmetology, manufacturing, film, healthcare etc. understand this is a year long commitment. Students are required to complete the scheduled program in which they have enrolled. Additionally, the GRCCA will provide students with most of the required equipment for their technical program, a few exceptions would be scrubs, 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; and Professional Image. A sample rubric is attached.

Bring Your Own Technology

Technology, including cell phones, may be used in class at the instructor’s discretion. Please follow each instructor’s policy for technology and cell phone usage in their class.

Transcripts

GRCCA is a program; therefore, GRCCA is unable to provide transcripts. GRCCA students need to request transcripts for high school courses completed at the GRCCA from their high school. College courses completed at the GRCCA need to be requested from the college they took courses, Gordon or Southern Crescent technical College.

Eligibility for Extracurricular High School Activities

Students enrolled in Georgia’s Dual Enrollment program must continue to meet the Georgia High School Association eligibility requirements for participation in high school competitive interscholastic activities; and must abide by all rules of the high school when participating in extracurricular activities and when attending events sponsored by the high school.
Remote and/or Virtual Learning and/or Face to Face Appointments

As classes adapt to COVID precautions, students must READ and follow instructor guidelines. Some classes may begin face to face, remote or virtually. Some classes may move to REMOTE/Virtual learning during the semester. It is important for students to understand REMOTE Learning—students will participate in their class, at the scheduled time/days, just remotely from their computer or phone. It is the student’s responsibility to continue instructional practices as deemed by their college instructor, whether it is face to face, to sign into Blackboard and/or D2L for remote learning, do some other form of online learning, or sign up for lab appointments to meet face to face.

Face Masks/Temperature Check-Ins

As classes adapt to COVID-19 precautions, students. Faculty and all staff will be required to wear masks daily and sign-in and have a temperature check. Anyone with a fever of 100.4 or more will be sent home and will be asked to be seen by a physician before they return.

Non-Discrimination Statement

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Employees, students, and the general public are hereby notified that the Griffin-Spalding County School System does not discriminate in any educational programs or activities or in employment policies. The Griffin-Spalding County School System offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9 – 12: Film, JROTC, Engineering, Architecture & Construction, Healthcare, Business Management & Information Technology, Culinary, Early Childhood Education, Agriculture. Person seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact: Dr. Laura Ergle, Director of CTAE, 214 S. Sixth St., Griffin, GA 30223, 770-229-3730 or laura.ergle@gscs.org.

The following individuals have been designated as the employees responsible for coordinating the School Systems effort to implement this nondiscriminatory policy:

Perkins Act/CTAE....................... Dr. Laura Ergle (770-229-3710, extension 10394)
Title VI..................................... Larry Jones (770-229-3710, extension 10349)
Title IX...................................... Jim Smith (770-229-3710, extension 10357)
Section 504 and ADA................. Charles Kelley (770-229-3710, extension 10333)
Homeless Liaison....................... Larry Jones (770-229-3710, extension 10349)

Inquiries concerning the application of the Perkins Act, Title VI, Title IX or Section 504 and ADA to the policies and practices of the School System may be addressed to Larry Jones, Director of Student Services 216 S. 6th Street, Griffin, GA 30224; Georgia Department of Education, Twin Towers East, Atlanta 30334; to the Regional Office for Civil Rights, Atlanta, 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.

It is the policy of the Griffin-Spalding County School System not to discriminate on the basis of sex, race, age, color, religion, national origin or disability in its educational programs, activities or employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Larry Jones, larry.jones@gscs.org or 770-229-3710 ext. 10349.
# Business/Work Ethics Grading Rubric

<table>
<thead>
<tr>
<th>Student Name</th>
<th>3 Points</th>
<th>2 Points</th>
<th>1 Point</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline &amp; Character *</td>
<td>Student has no discipline referrals during the school grading period and always participates in activities.</td>
<td>Student has one discipline referral during the grading period and often participates in activities.</td>
<td>Student has no more than three discipline referrals during the school year and sometimes participates in activities.</td>
<td></td>
</tr>
<tr>
<td>Attendance &amp; Punctuality</td>
<td>Student maintained an attendance rate of 100%.</td>
<td>Student maintained an attendance rate of at least 98% during the class grading period, not including excused absences.</td>
<td>Student maintained an attendance rate of at least 95% during the class grading period, not including excused absences.</td>
<td></td>
</tr>
<tr>
<td>Social Media Ethics</td>
<td>Student always participates in class discussion and activities on social media—and refrains from technology use when not approved.</td>
<td>Student sometimes participates in class discussion and activities on social media—and/or refrains from technology use most of the time when not approved.</td>
<td>Student has to be reminded from technology use when not approved.</td>
<td></td>
</tr>
<tr>
<td>Productivity &amp; Academic Performance</td>
<td>Student has a class GPA equivalent to an A and always participates in activities.</td>
<td>Student has a class GPA equivalent to a B and often participates in activities.</td>
<td>Student has a class GPA equivalent to a C and sometimes participates in activities.</td>
<td></td>
</tr>
<tr>
<td>Oral &amp; Written Communication</td>
<td>Student always: communicates accurate information in emails, letters etc.; makes appropriate eye contact; demonstrates good listening skills; participates in activities.</td>
<td>Student often: communicates accurate information in emails, letters etc.; makes appropriate eye contact; demonstrates good listening skills; participates in activities.</td>
<td>Student sometimes: communicates accurate information in emails, letters etc.; makes appropriate eye contact; demonstrates good listening skills; sometimes participates in activities.</td>
<td></td>
</tr>
<tr>
<td>Attitude &amp; Respect</td>
<td>Student always demonstrates respects to students, teachers and administrators.</td>
<td>Student often demonstrates respects to students, teachers and administrators.</td>
<td>Student sometimes demonstrates respects to students, teachers and administrators.</td>
<td></td>
</tr>
<tr>
<td>Team Work &amp; Work Habits</td>
<td>Student always: demonstrates team cooperation with peers, teachers and administrators; has work completed on time; and fosters team spirit and participation in activities.</td>
<td>Student often: demonstrates team cooperation with peers, teachers and administrators; has work completed on time; and fosters team spirit and participation in activities.</td>
<td>Student sometimes: demonstrates team cooperation with peers, teachers and administrators; has work completed on time; and fosters team spirit and participation in activities.</td>
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<td>-------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Self &amp; Time Management</td>
<td>Student always: utilizes time wisely; turns in assignments on time; and looks for ways to go &quot;beyond&quot; in and out of the classroom.</td>
<td>Student often: utilizes time wisely; turns in assignments on time; and looks for ways to go &quot;beyond&quot; in and out of the classroom.</td>
<td>Student sometimes: utilizes time wisely; turns in assignments on time; and looks for ways to go &quot;beyond&quot; in and out of the classroom.</td>
<td></td>
</tr>
<tr>
<td>Responsibility &amp; Organization</td>
<td>Student always: demonstrates strong organizational skills and responsibility.</td>
<td>Student often: demonstrates strong organizational skills and responsibility.</td>
<td>Student sometimes: demonstrates strong organizational skills and responsibility.</td>
<td></td>
</tr>
<tr>
<td>Professional Image</td>
<td>Student always: appears self-confident; presents a neat, clean image; and dresses appropriately.</td>
<td>Student often: appears self-confident; presents a neat, clean image; and dresses appropriately.</td>
<td>Student sometimes: appears self-confident; presents a neat, clean image; and dresses appropriately.</td>
<td></td>
</tr>
</tbody>
</table>

**Final Total**

Students must have at least one point in each of the 10 standards in compiling the required 25 of 30 possible points to earn a GeorgiaBEST Soft Skills Certificate.

A student's work ethics grade is based off the following points:

- 27-30 points = A
- 24-26 points = B
- 21-23 points = C
- 0-20 points = F

*Students who receive out of school suspension during the class grading period will earn no points for this category. Therefore they are ineligible for Georgia BEST certification.*