

Administration & Support Staff

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Cheryl Reichert

Assistant Director

Katie Zeiger

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Lisa Templeton

Real World Learning

Allecia Lowery

Attendance

Lima Moananu

Finance

Lisa Orchard

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Mandy Trotter

Week 6 Virtual Instruction

Friday, October 9 marked the end of the first grading period. Our grades are cumulative over the course of a semester. The first progress report will come via USPS mail later this week. Students are encouraged to ask teachers questions first when there are questions about grades. Our hope is as we gain more consistency with the virtual instruction students and staff are hitting a stride that results in great student engagement and knowledge development.

In addition to the progress reports, we will also be sending home a paper version of the electronic Student Information Form to students we are currently missing the completed electronic form.

Parent Teacher Conferences Reminder

As a reminder, Parent Teacher Conferences will occur via Zoom or phone on October 26th 2:30pm - 6:30pm and October 29th from 8:00am – 8:00pm. Program instructors will reach out to students and parents to schedule conferences. Participation is highly encouraged. In these conferences, teachers will discuss student progress and also discuss future pathways for students including potential post-secondary choices including career or college next steps.

Instructional Plan after October 22

At the Raytown School District Board of Education meeting tonight, the board will discuss the instructional plan for students after October 22. Once a decision is made, additional communication will be sent to help students, parents, counselors, and administrators plan for the next steps.

Upcoming Non Instructional Days

In the next few weeks, we have a few days that students will not be expected to engage in instruction as we prepare and host parent-teacher conferences. We are also not in session on Election Day.

October 23: Teacher Workday
October 29-30: Parent-Teacher Conferences
November 3: Election Day



Herndon Career Center & Southland CAPS

Program Schedules

In the first week's edition of The Update, we provided information regarding the scheduled zoom session times for each program. We hope this provided some clarity and assistance in scheduling your day. Generally, the scheduled zoom times provided last week will stay consistent throughout virtual learning.

We know it's difficult to track all the virtual instruction information and updates you continuously receive. Moving forward, we will collect and provide information from teachers regarding topics, assignments, and projects for the upcoming week to assist you with tracking your child's virtual education at Herndon Career Center and Southland CAPS. The information for the Week of October 12-16 is listed below.

Advertising & Graphic Design

Topics: Social Media - Adobe Illustrator & Instagram

Assignments: Instagram's Slide Composition client project
VOTE slide composition client project

Additional Info: Working with client for social media improvement for business traffic. Working on a social impact with non-political influences for social medias.

Automotive Collision I

Topics: ICAR modules: EXT03 Bolt-on exterior panels part 1

Assignments: Complete the Objective Worksheet

Additional Info: Objective Worksheet is in book picked up from Herndon Career Center or downloaded.

Automotive Collision II

Topics: Color matching and custom painting

Assignments: Read chapter 27: Color matching and custom painting

Additional Info: You may substitute ICAR module or project based learning for this assignment.

Automotive Technology

Topics: Automotive Maintenance

Assignments: Chapter 9 in the Textbook. Job Sheet: Safety checks. Job sheet: Fluid checks. Chapter 9 quiz.

Additional Info: The final test for 'Automotive Basics' is on Monday. Students must sign into Google Classroom on time as this is a timed test.

Construction Technology

Topics: 1st Year Students: Choosing a Career that is Right for You. 2nd Year Students: Site Layout.

Assignments: 1st Year Students: Notes, Review Questions, and Additional 5 questions on Planning Due Friday. Online Career Video and Questions Due Wed. 2nd Year Students - Site Layout Due Friday and Career Video Due Wed.

Additional Info: All students will need to fill out a "Ticket for Success" at the end of our Tuesday and Thursday Zoom meetings.

Cosmetology

Topics: Nail Disorders and Diseases

Assignments: Ch 10 MindTap, Theory Workbook, Rollersets, Perms and Flat Irons

Additional Info: Practice makes perfect!

Culinary Arts

Topics: Mise en Place, Cooking Methods

Assignments: Chef Research Project due Wednesday 10/14

Additional Info: We will assign the next text book for pick up/return Wednesday and Thursday.

Diesel Mechanics

Topics: Welding

Assignments: Carbon Arc Welding, Soldering Video

Additional Info: N/A

Emergency Medical Technician

Topics: Medical, Legal and Ethical Issues

Assignments: Watch chapter video on topic, do assignment, attend zoom class and discussions.

Additional Info: N/A

Foundations of Nursing

Topics: Perineal Care/bed bath/shower bath

Assignments: Lesson Reviews/skill video/test

Additional Info: Still need important state paperwork

HVAC / Industrial Maintenance

Topics: Jobsite/Worksite safety

Assignments: Online textbook registration, safety videos assignment, Zoom meetings Tues. & Thurs. for discussions & demonstrations

Additional Info: N/A

Law Enforcement

Topics & Assignments: Legal Quiz, Online Text Book Issued & Log-In, Start Chapter 1 from the Online Text Book, Security Officer Discussion, KC Metro Area Youth Explorers Discussion, Weekly Optional Workout (virtual 5k).

Additional Info: The virtual 5k is NOT mandatory, it is optional. Grades will be verified and submitted by noon on Monday.

Welding / Metal Fabrication I & II

Topics: Beginning Blueprint reading for Welders

Assignments: There will be written lessons throughout the week

Additional Info: Zoom meeting attendance is critical. We are heading down the path to success. Blueprint reading for Welders is the roadmap that shows us how to perform required work. Without this skill you cannot have a career in welding.

English IV

Topics: Defining Principles for Robots

Assignments: Principles Parts 1, 2, and 3 (Actively Learn)

Additional Info: This week we're discussing how core principles inform decision-making using the lens of the idea of programming a robot.

CAPS Animal Health Sciences: 1st Year

Topics: Passion Project and Case Studies

Assignments: Brainstorming passion project, various individual case studies

Additional Info: The passion project will be a yearlong project due in April. Progress towards the passion project will be the 1st semester final. The final product is due in April and is their final for 2nd semester.

CAPS Animal Health Sciences: 2nd Year

Topics: Internships

Assignments: Internship Logs, Monday Share, Passion Project

Additional Info: N/A

CAPS Business Innovation and Creation

Topics: Effective Communication, Active Listening & Professional Presence

Assignments: READINGS: Please READ Chapter # 5 (The Meat & Potatoes: Dining Room Etiquette) in your TEXTBOOK "5 Steps to the PROFESSIONAL PRESENCE that PAY\$" (pgs. 64-82). DISCUSSION QUESTION: What is Effective Communication? ASSIGNMENTS: 1. Effective Communication/Active Listening Assignment 2. Professional Presence Paper Assignment 3. SIGNUP for a Time for PARENT TEACHER CONFERENCE with Instructor.

DEADLINES: DQ Initial Post due Thursday. Additional Posts due Sunday. Assignments & Readings due Sunday

Additional Info: Please continue to complete your Readings, Discussion Questions and Assignments each week.

CAPS Education Exploration: 1st Year

Topics: Passion Project Pitch, Classroom Management Plan, Educators Rising

Assignments: Project pitch, Classroom Management Plan

Additional Info: Students will need to stop by Herndon this week to pick up their Read for the Record Day Books.

CAPS Education Exploration: 2nd Year

Topics: Internships, Passion Project Topic Reflections, Educators Rising

Assignments: Internship Logs, Passion Project Topic Reflection

Additional Info: Students will need to stop by Herndon this week to pick up their Read for the Record Day Books.

CAPS Technology Solutions

Topics: Wk # 6: Internship Expectations/Conduct

Assignments: Internship Log Readings on Internship Expectations

Additional Info: Students must attend ZOOM Meetings on Tuesdays at 1:00pm each week with Instructor. Students must work with Mentor/Supervisor of Internship and Instructor in regards to time changes/missed classes/work times, etc.

CAPS Turf Management & Horticulture

Topics: Landscaping

Assignments: Pitch a Product with SiteOne Landscaping

Additional Info: N/A



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Departmental Information

CAREER RESOURCE EDUCATOR

Lisa Templeton
IEP, 504, & ELD

More than any point in their lives, as our children enter into high school it's our job to begin their training to become an asset to society. Part of this process is developing independence. Can your child talk to their teachers about their needs and concerns? They should know you are there as a support network, but encouraging your child to take the first step and learn how to talk with others and work out problems will be crucial to having these skills as an adult. A great place to start this process is in the classroom and educational meetings such as IEP's, 504's and ELL meetings. I'm seeing some great examples in these meetings, and if your student hasn't began self-advocating, I encourage you to give them a nudge. If they are already seniors, this process needs to be expedited.

Lisa Templeton, CRE, 816-268-7150, lisa.templeton@raytownschools.org

COUNSELING DEPARTMENT

Nate Zier

In a continuation of our employment discussion, I'd like to look at the interview process. Interviewing for your first job can be nerve-wrecking, and interviewing for a potential career after high school might feel intimidating. So how do you prepare for an interview? What questions are going to be asked? The most important part of preparing for a job interview is to study the job description of the position you've applied for. By doing so you can navigate the interview and discuss how your skills and abilities make you a uniquely qualified candidate for that position. You should also research the company you have applied for. You should be able to answer key questions about what the company does, and ideally be able to tie your job description into that company's mission. This shows an interviewer that you have general interest in working for the company. In addition, make sure you know your resume well.

Preparing for an interview can help settle your nerves, and make you feel more confident in the interview. According to research 93% of communication is non-verbal. 55% of communication is contained in body language, and 38% of communication is in our tone of voice. So here are some things you can do to make sure you're communicating the right message as you arrive. First and foremost, make sure you're dressed appropriately for the job interview. What is appropriate may vary based on the type of job you're applying for, so you may have to do some research for what's right in your field. In my professional life, it's hard to go wrong with a pair of dress slacks, dress shoes, a button down shirt, and tie. Many industries may be slightly more casual. Once in the interview make sure you maintain good posture and eye contact with the interviewer. This shows confidence in yourself and the qualities which brought you to the interview. The last tip I would give in this regard is to be authentic, but don't speak negatively of yourself. If you're looking for more specific interview questions, here's a list of the [125 most common interview questions](#).

If you have any questions feel free to reach out. I know myself or Allecia Lowery would always be happy to conduct a mock-interview with students and give constructive feedback.

Departmental Information

REAL WORLD LEARNING COORDINATOR

Allecia Lowery

During the course of the pandemic, we have seen a significant change in the job market including shifting in available positions and demand for essentials skills services. With that has come a varied array of challenges and opportunities. As you embark on your job search, developing your resume, and integrating transferable skills, you'll be able to begin to market yourself with the following tips! [Job search tips](#)

For help with your job search, please follow this link to schedule a time to meet with me via zoom- <https://calendly.com/rwlallecia-lowery>

You may also email me for on-going support- allecia.lowery@raytownschools.org

WAYS TO STAY CONNECTED

As we move throughout the year, we like to document and showcase the learning students are doing. We encourage you to follow our social media pages to see pictures, videos, or information as it is posted.

Herndon Career Center



[Herndon Career Center Website](#)



[Herndon Facebook Page](#)



[Herndon Twitter Page](#)
[@RQSHerndon](#)

Southland CAPS



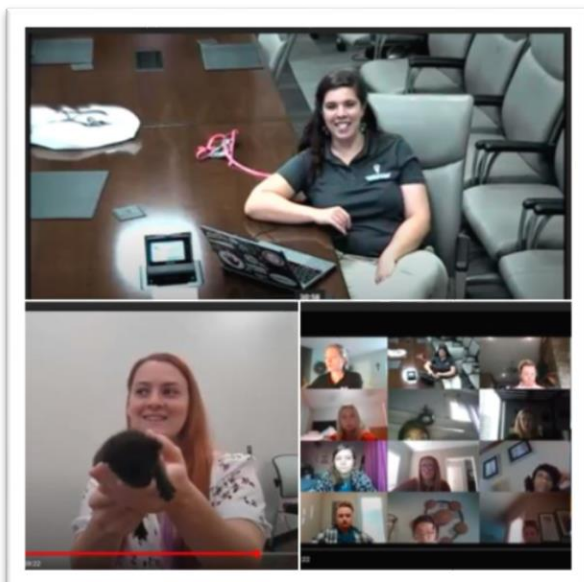
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Herndon Career Center Programs & Teaching Staff

Advertising & Graphic Design

Brock Martin

Automotive Collision

Billy Byrd

Automotive Technology

Tim Chase

Construction Technology

Jim Oliver

Cosmetology

Stephanie Migletz

Culinary Arts

Chef Mike Chrostowski

Diesel Mechanics

Nathan Shipley

Emergency Medical Technician

Eric Dooley

Foundations of Nursing

Terry Plessner

Susan Pratt

HVAC/Industrial Maintenance

Tony Hudspeth

Law Enforcement/Police Science

Rodger Bowers

Angeleic Huth

Welding/Metal Fabrication

Brian Wise

Izak Bergschneider

English IV & Missouri Options

Jeff Dierking

Southland CAPS Programs & Teaching Staff

CAPS Animal Health Science I

Sara Sivils

CAPS Animal Health Science II

Ben Henke

CAPS Business Innovation & Creation

Corey Vaughn

CAPS Education Exploration

Kristin Drummond

CAPS Technology Solutions

Corey Vaughn

CAPS Turf Management & Horticulture

Ben Henke