

## Administration & Support Staff

### Director

Cheryl Reichert

### Assistant Director

Katie Zeiger

### Administrative Intern

Chad Cross

### Counselor

Nate Zier

### Career Resource Educator

Lisa Templeton

### Real World Learning

Allecia Lowery

### Attendance

Lima Moananu

### Finance

Lisa Orchard

### Registrar

Mandy Trotter

## Attendance Notifications

If a student's attendance is adjusted in any way, parents will receive notification through an email. The purpose of the email is to let the parent know the attendance has an adjustment made. In addition to full absences being recorded (U) for unexcused, (X) for excused, and quarantined (1), the email will also reflect late arrivals (L), late bus (B), school function (F), leaving early (E), and recovered/documentation submitted (R). We send these emails based on feedback from earlier years as parents wanted to know if their attendance was altered even if the student was present in some capacity during the day. If you have questions, you are welcome to contact Ms. Lima at (816) 268-7140 or [hccattendance@raytownschools.org](mailto:hccattendance@raytownschools.org).

If a student is absent for the entire session and we are unsure why, the parent will receive a phone call asking for clarification of the absence. You can contact Ms. Lima by phone or email to clarify the absence.

## Parking Pass Enforcement

Students who wish to drive themselves to Herndon Career Center must have a valid driver's license and an approved parking pass from Herndon Career Center. Students who have not submitted a parking permit application to Herndon Career Center, and have not received an approved parking permit, began receiving tickets on Monday 12/7/2020.

To ensure your student does not receive future tickets, they must submit a parking pass application to Herndon Career Center. Hard copies of the parking permit applications were mailed home in August. Hard Copies are also available at the main entrance and on the HCC Website. As a reminder, parking permits are free this year.

The Process: After a parking permit application is received, HCC reaches out to the student's sending school administration to gain approval for the student to drive to HCC. When HCC administration receives this approval, the student is provided a parking pass, which must be placed in the lower corner of the front windshield on the passenger side.

If a student continues to drive to HCC without permission it could result in future tickets, discipline, and potential removal from their program.



# Departmental Information

## CAREER RESOURCE EDUCATOR

**Lisa Templeton**  
**IEP, 504, & ELD**

I want to finish my discussion of the IEP with the Accommodations and Modifications section. What we are looking at in this section is, "What does this student need to balance the playing field between their disability and the regular education student?" No more, no less. We don't add accommodations and/or modifications to make it easier for a student. To do that would be an injustice. As the student moves through the educational system, those accommodations should be looked at very carefully every year at renewal time and reduced as much as possible. Students should definitely be a part of the discussion. Depending on the chosen career, the workforce is not always going to allow for these accommodations and we need to prepare our students to be as independent as possible.

Lisa Templeton, CRE, 816-268-7150, [lisa.templeton@raytownschools.org](mailto:lisa.templeton@raytownschools.org)

## Second Semester Enrollment Reminders

Students who wish to adjust their enrollment at Herndon Career Center or Southland CAPS need to work with their sending school counselor. The ultimate goal for every student is graduation. Enrollment decisions impact high school credit and progress towards graduation. The sending school endorsed students to attend Herndon Career Center or Southland CAPS. They also have the ability to remove the endorsement if a student is not succeeding in their classes at the sending school. If graduation is at risk, a student may not be eligible to return second semester according to their sending school. The only enrollment decision made by Herndon Career Center or Southland CAPS is to remove a student who is not passing at semester.

## Calendar Reminders through the End of Semester 1

**December 4-8:** Progress Reports Sent Home with Students

**December 7-8:** A Day In Person / B Day Virtual

**December 9:** Virtual Instruction

**December 10-11:** B Day In Person / A Day Virtual

**December 14-15:** A Day In Person / B Day Virtual

**December 16:** Virtual Instruction

**December 17-18:** B Day In Person / A Day Virtual

**December 21:** A Day In Person / B Day Virtual

**December 22:** ½ Day = A Day AM In Person / B Day AM Virtual / A & B Day PM Sessions – No School

**Dec 23-Jan 3:** Winter Break

**January 15:** End of 1st Semester for HCC & Southland CAPS

**January 20:** 1<sup>st</sup> Day of 2<sup>nd</sup> Semester for HCC & Southland CAPS

# Know Someone Who Might Be Interested in Herndon or Southland CAPS?

Do you know someone who might be interested in attending Herndon Career Center or Southland CAPS next school year? If so, please share this information.

Unfortunately, due to COVID, we are not offering our Sophomore Showcase or on-campus tours. Instead, we will host program specific weekly virtual sessions and two general information sessions. During these sessions, you will have the opportunity to hear from the teachers of each program and provided time for a Q&A session. We invite students and their parents to join our zoom sessions and learn more about HCC & Southland CAPS.

*\*\*Zoom Links to all the Sessions can be found on the HCC Website\*\**

## **December 9 – Creative Services (2:30-3:30pm)**

(Culinary Arts, Cosmetology, Advertising & Graphic Design).

## **December 16 – Southland CAPS (2:30-3:30pm)**

(Animal Health, Horticulture/Turf Management, Business Innovation, Educational Exploration, Technology Solutions)

*\*\*No Panels Scheduled during Winter Break\*\**

## **January 6 – Health & Human Services (2:30-3:30pm)**

(Foundations of Nursing, Emergency Medical Technician, Law Enforcement/Police Science, Intro to Physical Therapy (\*NEW\*))

## **January 13 – Transportation (2:30-3:30pm)**

(Automotive Technology, Automotive Collision, Diesel Tech.)

## **January 20 – Industrial Technology (2:30-3:30pm)**

(Welding, HVAC/Industrial Maintenance, Construction Trades).

## **General Information Sessions**

December 7, 7:00 – 7:45pm

February 3, 7:00 – 7:45pm



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# Herndon Career Center & Southland CAPS

## Program Schedules December 7 -11

### **Advertising & Graphic Design**

Topics: Client Work

Assignments: Animated Client Work

### **Automotive Collision I**

Topics: ICAR / Small dent repair

Assignments: ICAR modules: ITM02E & ICM00E

### **Automotive Collision II**

Topics: Water based Refinish

Assignments: Chapter 14: Electrical / Electronic System Operation and Service

Additional Info: Submit project based learning paper for chapter work

### **Automotive Technology**

Topics: Virtual topics: Brake system service and repair. In class topics: Tires and alignment

Assignments: Virtual assignment: Chapter 81 in the workbook Chapter 81 quiz Find a Job Friday. In person assignments: Job 22 Tire mounting and balance Job 28 Alignment service.

### **Construction Technology**

Topics: Safety

Assignments: Google Classroom

Additional Info: No Late Work Accepted

### **Cosmetology**

Topics: State Board Prep

Assignments: MindTap - Braiding and Braid Extensions

Additional Info: Please complete your virtual assignments.

### **Culinary Arts**

Topics: Knife Cuts, Chicken Fabrication, Cooking Methods, Food Safety

Assignments: Text Scan over Cooking Principles' of Poultry

Additional Info: Uniform fees need to be paid.

### **Diesel Mechanics**

Topics: Cat technician, welding drilling

Assignments: Practice welding, drilling, cutting

### **Emergency Medical Technician**

Topics: Chapter 9 & 10

Assignments: Workbook, Skill work in class

### **Foundations of Nursing**

Topics: Temperature, pulse and respirations

Assignments: Practicing the above new skills and continuing practicing BP

Additional Info: State paperwork needs to be submitted

### **HVAC / Industrial Maintenance**

Topics: Electrical

Assignments: Trainer board wiring

### **Law Enforcement**

Topics: Chapter 5, Public Policing and Private Security, Mechanics of Arrest.

Assignments: In class working on hands on going through arrest mechanics.

Additional Info: Keep having your students check google classroom and make sure assignments are marked as completed.

### **Welding / Metal Fabrication**

Topics: Stick welding, oxy-fuel welding, and blueprint reading

Assignments: Blueprint packet 5 & 6

Additional Info: Everyone will be welding this week.

### **English IV**

Topics: Human Nature - Exploring a Novel

Assignments: Choose your novel, pick up a copy, plan out your study of it.

Additional Info: Students will be reading a novel of their choice

### **CAPS Animal Health Sciences: 1<sup>st</sup> Year**

Topics: Zoo Exhibit, Communication Skills

Assignments: Zoo Exhibit Project, Live Zoom with Zoo Curator on Monday

### **CAPS Animal Health Sciences: 2<sup>nd</sup> Year**

Topics: Internships

Assignments: Internship Log / Passion Project

### **CAPS Business Innovation and Creation**

Topics: Ethical & Social Responsibility in Business

Assignments: Wk #14 DQ: What is Social Responsibility?

Assigned Readings in Google Classroom Asgn#1: Example Business Case Asgn#2: Case Study

Additional Info: Please complete class Readings in Google Classroom before we meet for class each week.

### **CAPS Education Exploration**

Topics: Student teaching practicum/internship, passion project learning summary/action proposal, learning styles/multiple intelligences

Assignments: Passion project learning summary/proposal, multiple intelligence assignment

### **CAPS Technology Solutions**

Topics: Internship Log/Quarter Check Ins

Assignments: Internship Log/Quarter Check In

Additional Info: Setup your quarter check-in meeting before the Break. Contact your instructor with details.

### **CAPS Turf Management & Horticulture**

Topics: Landscaping and Soils

Assignments: Butterfly Garden Project

Additional Info: Going to go shadow a Lawn & Landscape company install landscaping.

## 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 Plesser

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