

## 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

## Safe & Successful First Week of Hybrid Return

In our first week of Hybrid Education we were excited to see our A Day group on-campus Monday and Tuesday and to successfully navigate virtual parent-teacher conferences. We hope conferences provided valuable insight into your child's progress and future direction as we transition into our hybrid return to school. As we move into our second week of a hybrid schedule, we are excited to add B Day students in the mix on Thursday (Nov. 5<sup>th</sup>) and Friday (Nov. 6<sup>th</sup>).

In the previous Update Newsletters, we provided information regarding arrival, dismissal, parking, and on-campus safety protocols/expectations. A review is provided below. We celebrate students, parents, and staff for their commitment to keeping each other safe as we made a return to campus. Students arrived to campus with masks on, practiced exceptional social distancing, provided a temperature scan, and were cognizant of the safety protocols in their respective programs. For this, we thank you!

## Student Parking, Drop-off, & Traffic Flow

Many parking permit applications have been submitted. Historically, students were asked to provide a signature from their sending school administrator. Due to the various models of education provided by our sending schools, this is not an option for many of our virtual students. Due to this signature requirement being removed, Herndon Administration will confirm approval for your student to drive with the sending school. Therefore, there may be some delays in issuing physical passes to students. Students can drop-off their parking permit applications in the bin located between the temperature scanners as they enter and/or leave campus.

In the coming weeks, the number provided on the student parking permit will be associated with an assigned parking spot at HCC. We've been anxiously awaiting a string of dry days so the asphalt is dry enough for paint. Currently, students are allowed to park anywhere in the student parking lot. Students and parents will be informed when the assigned parking spots will begin.

As a reminder, all student and parent traffic must enter and exit via Sterling Street. If you are dropping off a student, please follow the signage to the student drop-off area so we can keep the bus lane open for busses. Campus and parking maps are provided below. Thank you!



## \*New\* Weekly COVID Updates

As we've moved to a hybrid format and have students back on campus, we feel it's very important for our Herndon and CAPS community to stay informed about the COVID climate on campus. Moving forward, in addition to the Weekly Update Newsletter, Herndon Career Center will also provide weekly information regarding the active number of positive COVID cases. This number will include both new and continuing cases as cases are active for 10 days after symptom onset or a positive COVID test. Please note... This weekly COVID update will not replace an immediate personalized phone call in the event your child has direct exposure to a positive COVID case.

## Review of COVID Attendance Protocols

To help us keep our students and staff safe, we ask that you take extra precautions if students are feeling ill or have been exposed to COVID-19. If a student is experiencing symptoms of COVID-19, we ask that you call the attendance line at 816-268-7140 or email [hccattendance@raytownschools.org](mailto:hccattendance@raytownschools.org) to let us know your student will not be in attendance. You will then be contacted by Herndon Career Center to discuss and determine your child's safe return plan.

To protect student information, we do not share any health related information with staff. In the event a student cannot attend in-person learning due to a COVID-19 related concern (e.g. positive COVID test, awaiting test results, exposure to a positive COVID person, or experiencing symptoms), your child's teacher will be informed your child has to quarantine. The reason for your child's quarantine will not be shared, unless deemed necessary for the safety of others. Although your child may be quarantined, they can still access school virtually. In the event your child tests positive for COVID-19, and it's deemed necessary to inform others, your child's identify will be kept private. Those who may have had exposure to a positive COVID-19 student will be informed they've been exposed to a person with a positive COVID test and a return plan will be developed and provided.

Thank you for your attention to this topic and for working with us to keep our students and staff safe while we make this transition back to in-person learning during these times.

## COVID Communication and Follow-up

When a student or parent indicates a student tested positive for COVID, had exposure or possible exposure to a COVID positive person, or has developed COVID symptoms, the student's parent will be contacted by either Herndon Administration or Nursing staff to learn more information about the COVID exposure. This phone call will be utilized to develop a safe return plan for the student and determine if there is a need for contact tracing. Again, thank you for your attention to helping us keep students and staff safe as we return to campus.



# Review of COVID On-Campus Protocols

A constant for all who have cause to be present on campus at Herndon Career Center during the 2020-2021 school year is a strategic and intentional design to meet and/or exceed CDC and Jackson County Health Department recommendations for COVID safety. We have focused our energy on the establishment and implementation of guidelines and protocols, which provide for appropriate social distancing, protective face coverings, and promote an emphasis on hygiene maintenance - both personal and property. Face masks are required to be worn, as intended, with both nose and mouth covered at all times. Face shields can also be worn, in addition to a mask, but not in replace of a mask. Adjustments to protocols will be made as deemed necessary

## **Arrival & Dismissal**

All students will enter campus through the main entrance at Building A by the student parking lot. A campus map is provided at the end of this newsletter and is also located on the HCC website. There will be four lines to enter the building, separated by stanchions, with floor markers indicating appropriate social distancing. Upon entry through the double doors, students will approach an infrared walk-thru temperature scanner machine. Students will place their wrist or forehead in front of the scanner to provide a temperature reading. Each station will be monitored by Herndon Career Center staff and a nurse. In the event a student's temperature reads above 99.6, the on-site nurse will take an oral temperature. If a person's temperature is above 100.0, they will not be allowed to attend class in-person and will need to coordinate transportation home from Herndon Career Center.

Late Arrivals - Doors will be locked when class begins for the session. All students arriving late will need to buzz-in at Building A. Students will check in at the Plexiglas attendance window, have their temperature checked, and receive a late pass to enter class. Late arrival students are expected to report directly to class after receiving their pass to class.

At the end of each day, a staggered release schedule will be utilized to allow for appropriate social distancing. When released from class, students are expected to report directly to their destination (assigned bus or personal vehicle). Students are not permitted to gather in groups or "wait inside" for others during dismissal. Masks are required to be worn at all times while still on campus.

## **On-Campus Protocols (Restrooms, Locker Rooms, and Communal Use)**

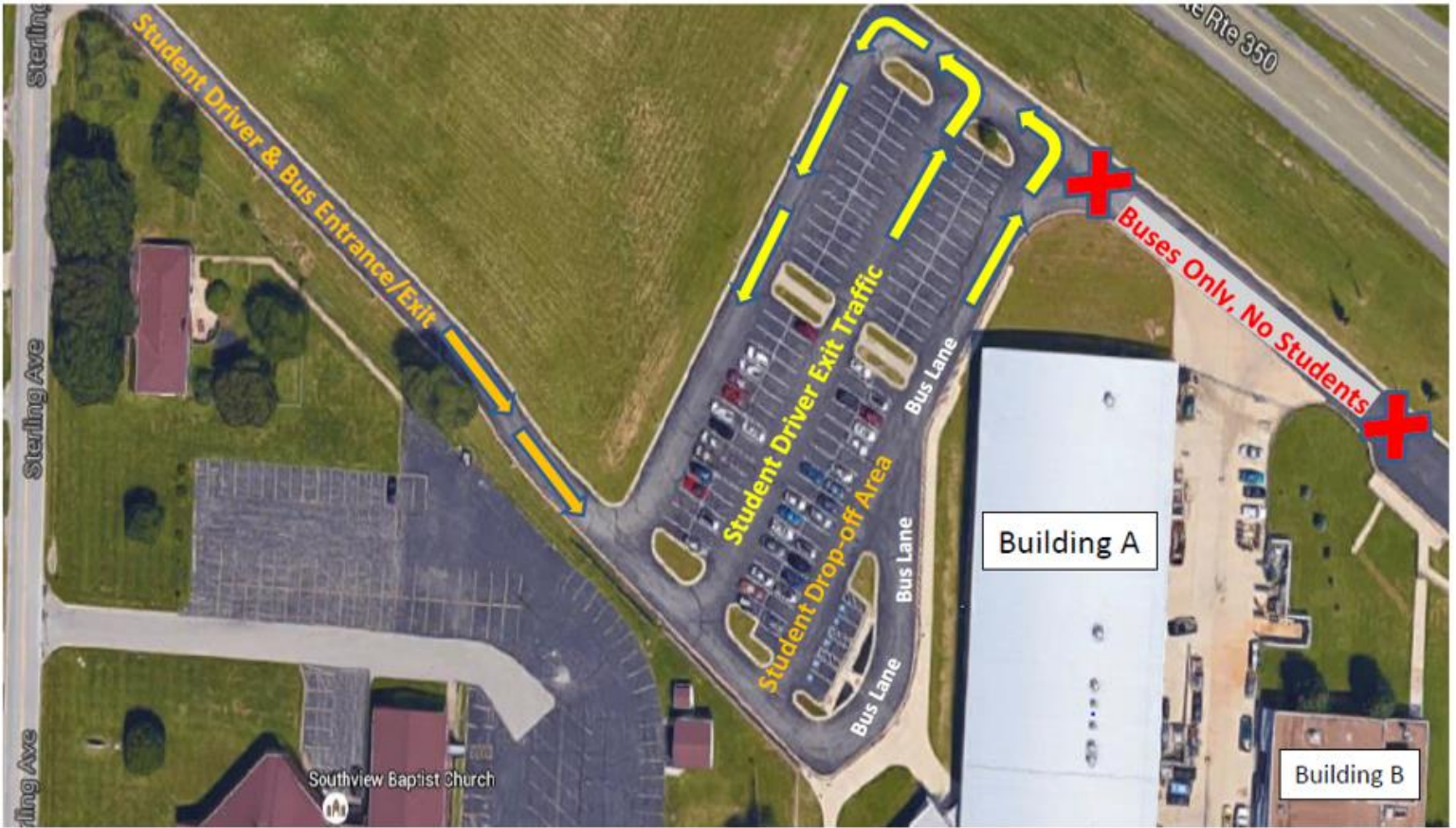
To maintain social distancing standards, provide appropriate contact tracing, and enhance the safety for all, no more than two (2) students are permitted to be in a communal restroom at the same time. Signage will be posted on the bathroom door. If a student's program has an in-room restroom, students are expected to utilize those restrooms. The use of communal restroom are reserved only for programs without an in-room restroom.

Some programs have locker rooms to provide students a private space to change into program appropriate clothing and protective equipment. It is our intent to establish a culture whereby students arrive to campus dressed appropriately for class to limit personal contact in confined spaces, but each program has a designed protocol for locker room usage in the event they are needed.

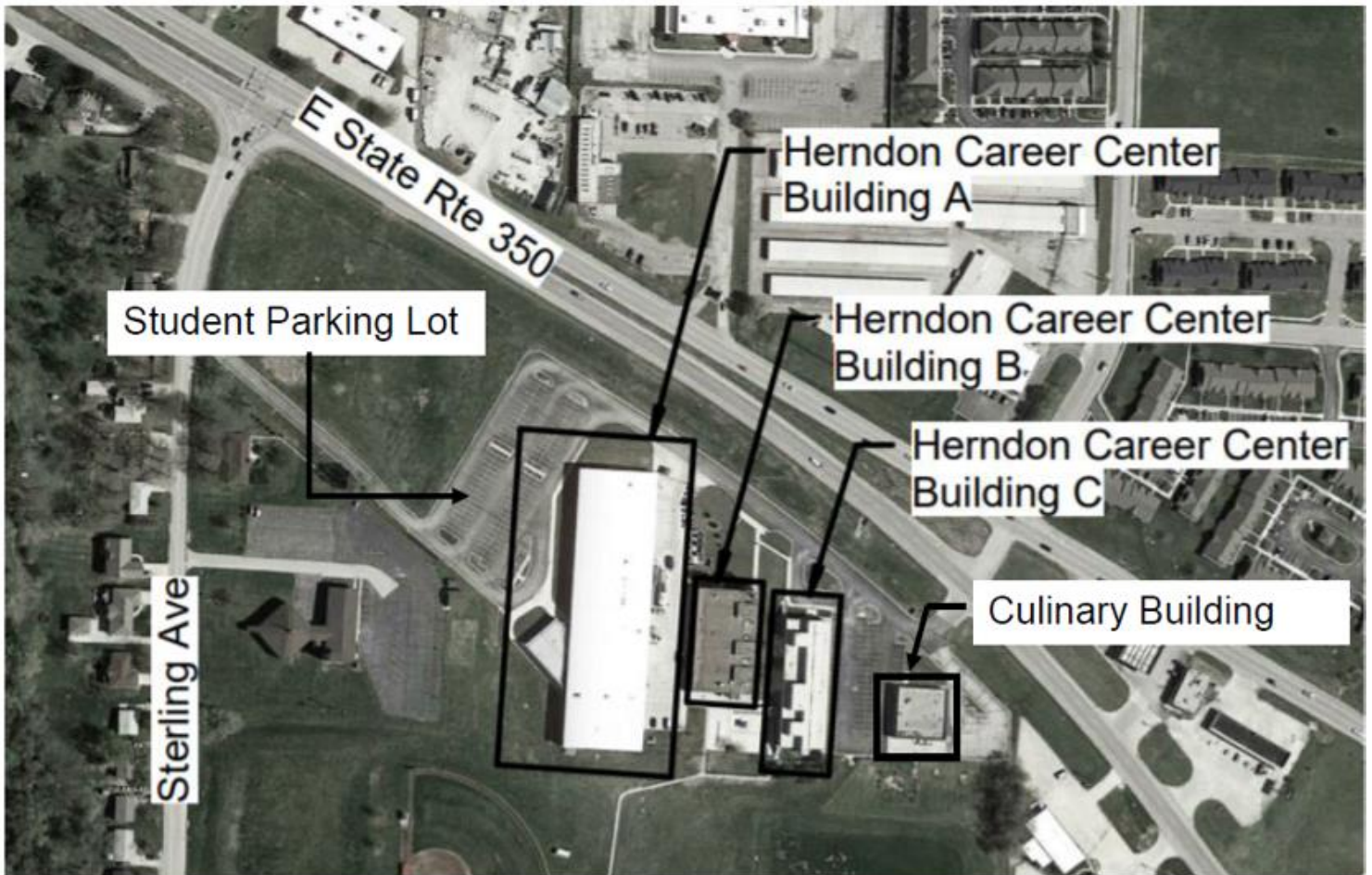
All communal water fountains and vending machines will be turned off. Students are encouraged to bring their own water bottle to school for hydration. Plastic water bottles will be available in each classroom in the event they are deemed necessary for use.

Lastly, each classroom has been provided a disinfectant spray cleaner and hand sanitizer for student use. Hand sanitizing stations are also available at upon entry.

# Herndon Career Center Student Parking Lot



# Aerial View of Herndon Career Center



# Herndon Career Center & Southland CAPS

## Weekly Program Information

Throughout virtual learning, our goal was to establish a place for parents to easily access a quick snapshot of the educational plan for their student's upcoming week at both Herndon and Southland CAPS. Although we've moved to a hybrid model, we believe it's still important to provide these updates as our model allows for 2 days of in-person learning and 3 days of virtual learning. Therefore, we will continue to collect and provide information from teachers regarding topics, assignments, and projects for the upcoming week. We hope this information assists you with tracking your child's hybrid education at Herndon Career Center and Southland CAPS and provides an avenue for academic conversations at home. The information for the Week of November 2 - 6 is listed below.

### **Advertising & Graphic Design**

Topics: Practical use of Magic Wand

Assignments: Industry application of Magic Wand

Additional Info: Industry application of Magic Wand - Photoshop tools

### **Automotive Collision I**

Topics: Complete ICAR modules: IMV00E & IMT002E

Assignments: Reflection Paper

Additional Info: N/A

### **Automotive Collision II**

Topics: Resume Building

Assignments: Complete Resume

Additional Info: Check template for google classroom

### **Automotive Technology**

Topics: Virtual: Tire mounting and balance. Wheel bearings. Alignment. In person: Finish- safety lab. Start- micrometer measurement lab

Assignments: Virtual assignments: Chapter 74 workbook- Tire and wheel bearing service Chapter 74 quiz. In person assignments: Finish Job 1 (Safety) Job 2 Shop Measurement (Micrometers)

Additional Info: There will be a make-up class meeting on Wednesday at 8 AM for anyone who needs help. The link is in google classroom.

### **Construction Technology**

Topics: 1st years "Is Construction Right for you" 2nd years "Laying out Walls"

Assignments: Check your A-Days and B-Days Schedule

Additional Info: Follow the directions in Google Classroom

### **Cosmetology**

Topics: Shampooing and Conditioning, Roller sets.

Assignments: Ch 15 in Mindtap and Workbook.

Additional Info: Ensure your workbooks are being completed. You cannot return to the clinical floor if your workbooks aren't completed. All past assignments must be completed before clinical floor. Students will be reviewing past chapters during in-person learning along with learning new skills such as roller sets this week.

### **Culinary Arts**

Topics: Knife Cuts and Cooking Methods

Assignments: Lab Evaluations Cooking Method Videos

Additional Info: If you have not paid for uniforms please do so by calling 816-268-7140. Please remind students to bring back ServSafe Textbooks on their next in person learning day.

### **Diesel Mechanics**

Topics: CAT Training and Welding

Assignments: Virtual days = CAT training. In-person days = arc welding, mig welding, drilling tapping

Additional Info: N/A

### **Emergency Medical Technician**

Topics: Chapter 6 - The Human Body

Assignments: Video of lesson for work at home assignment

Additional Info: N/A

### **Foundations of Nursing**

Topics: Ethical and Legal Responsibilities

Assignments: Practicing skills: Handwashing, gloving, ambulating, transferring, oral care, denture care, making beds and bed baths.

Additional Info: All paperwork needed for the state (to be able to go to clinical) is due Friday 11/6

### **HVAC / Industrial Maintenance**

Topics: Safety for Tools and Equipment and Safe Shop Practices

Assignments: Refrigeration & A/C Technology Online Textbook: Section 1-Getting Started and Simulation How To's Section 2 - Unit 4 General Safety: assignments posted in Google Classroom

Additional Info: N/A

### **Law Enforcement**

Topics: Finish Ch. 2 (Crime Classification) and starting Ch. 3 (Victimization and Theories of Crime)

Assignments: Handcuffing & Radio Traffic

Additional Info: Virtually – Keep up with your textbook readings and google classroom assignments.

### **Welding / Metal Fabrication I**

Topics: Stick welding basics

Assignments: Blueprint packets depending on class

Additional Info: Please make sure all students are dressed out when they come to class to weld (no tennis shoes)

### **Welding / Metal Fabrication II**

Topics: Safety face to face and How to Find a Job Assignment

Assignments: How to Find a Job Assignment, there is a wealth of information included with this assignment, from how to join individual unions in the KC Metro area, to advice on questions to ask prospective employers.

Additional Info: Once students complete a safety test for the Welding program, they will spend their time at Herndon practicing welding. Senior students have blueprint assignments each week starting next week through December 11th to make productive use of their time when not at Herndon.

### **English IV**

Topics: Writing about Principles; Intro to Freakonomics

Assignments: Finish the Principles Writing assignments; read intro to Freakonomics

Additional Info: Students will be completing one project and beginning another. We'll meet on Wednesday at 1 pm.

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

Topics: Career Research, Root Words, Zoo Exhibit Project

Assignments: Career Movie Poster, Root Word Quiz, Zoo Exhibit Design Group Project

Additional Info: We will start our first in class root word quiz!

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

Topics: Internships

Assignments: Internship Log and Passion Project

Additional Info: N/A

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

Topics: Management v. Leadership

Assignments: Readings: Leadership & Management

Readings DQ: What is Leadership vs. Management?

Assignment #1: Leadership Example Assignment #2:

Leadership Case Study REVIEW: Lecture Notes for Week

Additional Info: Continue to complete your Readings, Lecture

Notes, DQ's and then your Assignments. The additional materials are provided to help you with the assignments.

Attend the Wednesday Zoom Meetings. These are mandatory.

### **CAPS Education Exploration: 1<sup>st</sup> Year**

Topics: Passion Project Research, Lesson Planning

Assignments: Updated research document, Lesson objectives assignment

Additional Info: Please return internship waivers by next week.

### **CAPS Education Exploration: 2<sup>nd</sup> Year**

Topics: Passion Project, Student Teaching

Assignments: Passion Project Research, Student Teaching Reflection Log

Additional Info: Internship waivers are due by this Tuesday!

### **CAPS Technology Solutions**

Topics: Internship Development

Assignments: Internship Log Internship Development LECTURE

Additional Info: Continue to complete your Readings, Lecture Notes, DQ's and then your Assignments. The additional materials are provided to help you with the assignments. Attend the Wednesday Zoom Meetings. These are mandatory.

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

Topics: Golf Courses and Zoo

Assignments: Research Article

Additional Info: We will start meeting at the Zoo Nov 5 at 7:20am



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# Departmental Information

## CAREER RESOURCE EDUCATOR

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

Today I want to applaud all you parents who encouraged/agreed to Career Technical Education for your student. If your student has a disability, research shows students who participated in career/vocational coursework have positive outcomes in postsecondary education and employment after high school. Also, students who engage in CTE courses have fewer unexcused absences, are more likely to graduate on time, and are more likely to become employed upon high school graduation than students who are not enrolled in CTE programs. So give yourself a hand for being so smart and making excellent decisions for your young adult!

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

## COUNSELING DEPARTMENT

**Nate Zier**

If your student is a Senior looking to attend a technical school, two year college, or four year university now is the time to start actively looking for scholarship dollars. There are a lot of scholarship dollars up for grabs every year, and some scholarships even go unclaimed. It can be intimidating to know where to look, or maybe even to know where to look at all. But, there's no doubt that tuition, supplies, textbooks, housing etc. can really start to add up and everybody can use some additional funds for school. I've tried to compile a list of local and national websites that are reputable sources for scholarship information. The [Greater Kansas City Community Foundation](#) is a great place to look for regional scholarships. These scholarships are typically less competitive than national scholarships. Please note that this site has not been updated for Fall 2021, but you can use the information and deadlines to start looking at potential scholarships. You can find some more websites and information on comparing colleges and scholarships at the [Herndon Career Center website](#).

## REAL WORLD LEARNING COORDINATOR

**Allecia Lowery**

With the pandemic continuing to change the way our day to day looks, it may be more difficult to maintain daily routines. Consider the following tips to stay organized and maintain your day!

1. Create a daily to-do list- check off your list as your day progresses
2. Set weekly, obtainable goals for yourself
3. Create a daily homework/study schedule
4. Ask for support from your teacher, counselor and those in your network
5. Use your resources around you- library, online searches, peers, and teachers
6. Check the news periodically
7. Stay safe in public spaces- wear your mask, covering your mouth and nose, wash your hands and social distance

To schedule time to meet with me, click here- <https://calendly.com/rwl-allecia-lowery/meeting-with-rwlcoordinator?month=2020-10>

## 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