Welcome to 2nd Semester

We made it to second semester! Today (Wednesday) is a virtual day. We look forward to welcoming students back on the hybrid schedule beginning tomorrow with our B students.

Health & Safety Procedures

As we prepare to welcome students back to campus, we want to make sure students and parents are aware of the safety and health procedures in place.

Entry: Students will be expected to wear a mask that covers from their nose to their chin in order to enter campus. The mask must remain in place the entire time on campus.

Students will enter through one of two doors and walk through a temperature machine. Students put either their forehead or wrist to the sensor. Temperatures at 99.3 and above will be screened a second time by our nurse.

Students should proceed directly to their program location and follow the teacher instructions within the classroom/lab space. Students who need to use the restroom may do so, but the restrooms in the commons in building A are limited to two individuals at a time.

Classroom/Lab Space: Each space has hand sanitizer, and students are able to wash their hands as needed. The classroom desk surfaces are sanitized between each session. Classroom desks are spaced apart.

Departure: Bus riders are dismissed 5 minutes prior to drivers. This enables our buses to leave safely. Drivers are expected to exit onto Sterling and not directly onto 350 Highway. Students who are waiting on a ride are able to wait inside, but must maintain social distancing. Spacing markers are located on the floor in the commons area.

Nurse: Any student who begins to experience symptoms of COVID or any other illness can visit our nurse in the office in Building C. The nurse will be the main communicator if a student needs to be quarantined or stay home from school.

Absences: Please report student absences to (816) 268-7140 or hccattendance@raytownschools.org.
Herndon Career Center & Southland CAPS
Program Schedules

As we make a return to Hybrid Learning, the scheduled zoom sessions are listed below along with the weekly program information for both HCC and Southland CAPS for the Week of January 18 – 22.

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Topics/Assignments</th>
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</table>
| **Advertising & Graphic Design**      | Topics: Historical Figure  
Assignments: Historical Figure IG Carousel & Historical Painting Recreation  
Additional Information: Watch prerecorded video. No Zoom.                                                                                                   |
| **Automotive Collision I**            | Topics: Complete all incomplete ICAR I classes  
Assignments: Review and complete ICAR objective worksheet for any missing modules EXT03 & EXT04                                                                                                                   |
| **Automotive Collision II**           | Topics: Complete ICAR modules: REF01 & REF02  
Assignments: Review and complete ICAR objective worksheet for any missing modules REF01 & REF02                                                                                                                |
| **Automotive Technology**             | Topics: Virtual: Brakes and Electricity. In person: Brakes  
Assignments: Online: Brakes final, Chap 17 workbook and quiz In person: Brake lathe practice, job sheet  
Zoom Meeting: Tuesday 8:00am & 12:00pm. Make up meeting Wednesday at 8:00                                                                                   |
| **Construction Technology**           | Topics: TSA / IRC Test Prep  
Assignments: Test Prep and Study                                                                                                                                   |
| **Cosmetology**                       | Topics: Review and Hair color  
Assignments: Portfolio, Study, Hair color  
Additional Info: See google classroom for weekly instruction                                                                                                       |
| **Culinary Arts**                     | Topics: Chicken Fabrication Guest speaker from Johnson and Wales  
Assignments: Flipped video over chicken fabrication and advanced fabrication  
Zoom Meeting: Wednesday 8 am & 11:30 am                                                                                                                         |
| **Diesel Mechanics**                  | Topics: Basic Electrical  
Assignments: CAT training/ Basic Electrical                                                                                                                                                                          |
| **Emergency Medical Technician**      | Topics: Chapters 16 & 17  
Assignments: Skill work in class, workbook for home study                                                                                                        |
| **Foundations of Nursing**            | Topics: Needs and Behaviors/cultural sensitivity  
Assignments: Cultural Sensitivity presentation/ test on Needs and Behaviors  
Zoom Meeting: A Day Group: Wed at 8:00am &12:00pm                                                                                                               |
| **HVAC / Industrial Maintenance**     | Topics: Electrical-low voltage controls  
Assignments: Review Section 3 Units 12-16 in AC Tech online textbooks. Electrical trainer board wiring B day Thurs.  
1/21 A day Mon. 1/25 Turn in to Google Classroom "Home maintenance log" assignment from 1/13                                                                    |
| **Law Enforcement**                   | Topics: Pre-Trial and Trial Procedures, Punishment and Sentencing. Follow-Up and Review of the Lisa Montgomery Case.  
Assignments: Chapter 10 text. Chapter 11 text. Question & Response. Voluntary Optional Workout                                                                     |
| **Welding / Metal Fabrication**       | Topics: Blueprint reading/ Stick welding  
Assignments: Chapter 5 in book                                                                                                                                                                                                 |
| **English IV**                        | Topics: Beginning of Semester 2 - Logistics and Process  
Begin Unit 1 - Looking Vs. Seeing (thinking like Sherlock Holmes)  
Assignments: Read Actively Learn Article Begin Inquiry Activity  
Zoom Meeting: Wednesday 1/20 at 8:30am & 12:00pm                                                                                                                 |
| **CAPS Animal Health Sciences: 1st Year** | Topics: Wayside and Walruses  
Assignments: Volunteering at Wayside for in person  
Zoom Meeting: Wednesday 1/20 at 8:30am & 12:00pm                                                                                                               |
| **CAPS Animal Health Sciences: 2nd Year** | Topics: Internships  
Assignments: Internship Log  
Zoom Meeting: Wednesday 9:00am & 12:30pm                                                                                                                        |
| **CAPS Business Innovation and Creation** | Topics: Conducting Research / Passion Project  
Assignments: Discussion Question. Assignment #1: Research Activity. Assignment #2: Research Outline  
Zoom Meeting: Wednesday 9:00am & 12:30pm                                                                                                                          |
| **CAPS Education Exploration**        | Topics: Internships / Passion Project Work  
Assignments: Passion Project Work                                                                                                                                     |
| **CAPS Technology Solutions**         | Topics: Conducting Research / Passion Project  
Assignments: Internship Log/Passion Project Research  
Zoom Meeting: Wednesday 1:00pm.                                                                                                                                       |
| **CAPS Turf Management & Horticulture** | Topics: Pesticide Registration  
Assignments: Studying for Pesticide Applicators Exam                                                                                                                |
Preparation for an interview:
Some quick tips for getting the job once you get the interview:
1. Analyze the job interview and know what the company wants in their employees.
2. Make a list of your qualifications and match your skills to the job.
3. Research the company so you are prepared to answer questions that may come up in the interview.
4. Practice answering questions that may be asked, so you aren’t scrambling for answers. If interviewing virtually, be sure you are comfortable with the technology.
5. Plan what you are going to wear and have it ready.
6. What do you bring to the interview? You might bring a portfolio, extra copies of resume, and questions you want to ask. What not to bring? Your cell phone (be sure it is off if you have it), coffee, gum or any non-essentials.
7. Practice interview etiquette: greet everyone politely, shake hands firmly, but not crushing, watch your body language, make eye contact, be attentive and look interested.
8. Have directions for your location planned out so you aren’t late.
9. Listen and ask questions.
10. Send a follow up thank you note or email.

Lisa Templeton, Career Resource Educator, Herndon Career Center

COUNSELING DEPARTMENT
Nate Zier

Today, I wanted to take a minute to discuss applications for Herndon Career Center and Southland CAPS for the 2021-2022 School Year. Our application process opened on November 1, 2020. For our Junior students and parents, we hope you are enjoying your experience at Herndon Career Center and that you plan to continue your education and career training journey with us next year. I would encourage your students to fill out the application online HERE if they haven’t already. If they are planning to return for the same program, make sure your students have a conversation with the instructor about expectations. This would be a great discussion to have at Spring Parent Teacher Conferences in February. The application deadline for all students is March 12. Please know that we also have several students every year decide to return for a completely different program. Our application will go over some basic information, but will also ask a few short essay questions about the student’s career interest, academics, attendance, safety, etc. These questions are an opportunity to showcase why they would be a great student in the program. I hope you’ll also encourage other families to review our programs and apply.
### Herndon Career Center

#### Programs & Teaching Staff

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<thead>
<tr>
<th>Program</th>
<th>Instructor(s)</th>
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<tbody>
<tr>
<td>Advertising &amp; Graphic Design</td>
<td>Brock Martin</td>
</tr>
<tr>
<td>Automotive Collision</td>
<td>Billy Byrd</td>
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<tr>
<td>Automotive Technology</td>
<td>Tim Chase</td>
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<tr>
<td>Construction Technology</td>
<td>Jim Oliver</td>
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<tr>
<td>Cosmetology</td>
<td>Stephanie Migletz</td>
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<tr>
<td>Culinary Arts</td>
<td>Chef Mike Chrostowski</td>
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<tr>
<td>Diesel Mechanics</td>
<td>Nathan Shipley</td>
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<tr>
<td>Emergency Medical Technician</td>
<td>Eric Dooley</td>
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<tr>
<td>Foundations of Nursing</td>
<td>Terry Plesser</td>
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<tr>
<td>HVAC/Industrial Maintenance</td>
<td>Susan Pratt</td>
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<tr>
<td>Law Enforcement/Police Science</td>
<td>Rodger Bowers</td>
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<td></td>
<td>Angeleic Huth</td>
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<tr>
<td>Welding/Metal Fabrication</td>
<td>Brian Wise</td>
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<td></td>
<td>Izak Bergschneider</td>
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<tr>
<td>English IV &amp; Missouri Options</td>
<td>Jeff Dierking</td>
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### Southland CAPS

#### Programs & Teaching Staff

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<tbody>
<tr>
<td>CAPS Animal Health Science I</td>
<td>Sara Sivils</td>
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<tr>
<td>CAPS Animal Health Science II</td>
<td>Ben Henke</td>
</tr>
<tr>
<td>CAPS Business Innovation &amp; Creation</td>
<td>Corey Vaughn</td>
</tr>
<tr>
<td>CAPS Education Exploration</td>
<td>Kristin Drummond</td>
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