Return to a Hybrid Model

On October 12th, 2020, the Raytown Quality Schools Board of Education voted for Herndon Career Center & Southland CAPS to return to school in a hybrid format, which will begin on October 26th. Students will be assigned to attend in-person on either A Day (Mon & Tues) or B Day (Thurs & Fri). Wednesdays will be reserved for virtual instruction and a deep cleaning day. Students have been assigned to an AM or PM session throughout the school year and will continue with that same assignment. The student assignments for A Day and B Day designations were coordinated with sending schools. Therefore, if there are any conflicts or concerns with student assignments, please reach out to your school’s counseling department. All students must attend class in-person at Herndon Career Center & Southland CAPS during their assigned day as there is not a completely virtual option.

Information regarding the return to school has been mailed home with student progress reports. Please keep an eye out for these documents in the mail.

Student Parking Permits

For the 2020-2021 school year, Herndon Career Center & Southland CAPS will waive the $20 fee for student parking permits. All transportation to and from Herndon Career Center & Southland CAPS will be coordinated with your sending school. Please verify that your sending school allows student drivers to and from Herndon Career Center. The application for a student driving parking permit is due to the Herndon Career Center front / attendance office by November 6th. Once your application is received, Herndon Administration will confirm approval for student drivers with the sending school. Following November 6th, students will begin receiving tickets & discipline for driving without permission. Parking permit applications can be submitted to the attendance office in Building A when students arrive on-campus during their assigned day or dropped off in-person anytime Monday-Friday between 7:30am – 2:30pm.
What to Expect When Arriving on Campus

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 or 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 Plexiglass 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.
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 19-23 is listed below.

### Advertising & Graphic Design
**Topics:** Client Project & Personal Project  
**Assignments:** Client Project based on Social Media expectations on engaging audiences on social media. Building a social media post that boosts engagement and creates business. Build a social media post using AIDA method. Build a social media post for personal branding management and building clients.  
**Additional Info:** N/A

### Automotive Collision I
**Topics:** Bolt on exterior parts - Part 2  
**Assignments:** Complete ICAR modules: EXT04 Bolt-on Exterior parts Part-2 and Objective Worksheet  
**Additional Info:** Objective worksheet can be found in the Collision packet assigned each student or downloaded online from ICAR.

### Automotive Collision II
**Topics:** Paint problems and final detailing  
**Assignments:** Read chapter: 28 - Paint problems and final detailing  
**Additional Info:** You may substitute ICAR module or project based learning for this assignment.

### Automotive Technology
**Topics:** Tire mounting and balancing. Tire construction and repair. Wheel bearing service.  
**Assignments:** Workbook Chapters 73 & 74. Job 22.  
**Additional Info:** I will be giving study notes for the final test for ‘Auto Maintenance’ at the class meeting on Tues. The PM worksheet for second year students is due on Friday.

### Construction Technology
**Topics:** 1st years - Jobs in Construction 2nd years - Floor Framing  
**Assignments:** Notes in the chapters the students are working on and review questions.  
**Additional Info:** Make sure to sign up for a conference time for the next week.

### Cosmetology
**Topics:** Chemistry, Electricity, and Salon Inspiration  
**Assignments:** Chapters 12 and 13 in MindTap and Theory workbook. Watch inspirational videos from Herndon Graduates. Keratin Complex Certifications!  
**Additional Info:** Remember to double check your assignments are getting turned in, check email daily.

### Culinary Arts
**Topics:** Find you inspiration Chef Research Project. Presentations Monday and Tuesday 2-5 min. each. See Google Classroom for details  
**Assignments:** Cooking technique videos with guided notes. Exit slips Monday and Tuesday.  
**Additional Info:** Please make sure students have checked their emails for important information on hybrid schedules. Please make sure you remember your non-slip solid black shoes.

### Diesel Mechanics
**Topics:** Fasteners, Resume  
**Assignments:** Fastener ID quiz, Rough draft of resume  
**Additional Info:** N/A

### Emergency Medical Technician
**Topics:** Ch. 4: Communications & Documentation.  
**Assignments:** Watch Chapter 4 Lecture, Do assignment  
**Additional Info:** N/A

### Foundations of Nursing
**Topics:** Bed Making/skin care and FAFSA  
**Assignments:** Lesson Reviews/Test  
**Additional Info:** We will be having a zoom meeting with a MCC employee and will be discussing FAFSA during Thursday 10/22 Zoom.

### HVAC / Industrial Maintenance
**Topics:** Basic skills and qualities  
**Assignments:** Chapter 4 career connections- Reading and Review questions  
**Additional Info:** N/A
<table>
<thead>
<tr>
<th>Course</th>
<th>Topics</th>
<th>Assignments</th>
<th>Additional Info</th>
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<tbody>
<tr>
<td><strong>Law Enforcement</strong></td>
<td>Finish Chapter 1 of the online text. Start Chapter 2 of the online text. Review video of Security Officer Defensive Tactics training session. Workout of the Day (optional).</td>
<td>Reading text assignments, 'buddy check-in,' complete any missing assignments, standing handcuffing video, optional workout</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Welding / Metal Fabrication I</strong></td>
<td>Blueprint reading fillet weld symbols</td>
<td>Blueprint assignments</td>
<td>The blueprint assignments are very important for future career success.</td>
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<tr>
<td><strong>English IV</strong></td>
<td>Drafting Your Principles</td>
<td>Principle Writing Practice, First Draft of Professional Principles</td>
<td>Principles are core professional values that a person uses to help with decision-making.</td>
</tr>
<tr>
<td><strong>CAPS Animal Health Sciences: 1st Year</strong></td>
<td>Marine Life</td>
<td>Guest Lecture with Sea Life. Marine Case Studies.</td>
<td>We started passion projects last week and will continue to towards finalizing their topics this week.</td>
</tr>
<tr>
<td><strong>CAPS Animal Health Sciences: 2nd Year</strong></td>
<td>Internships</td>
<td>Internship Logs &amp; Passion Project</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>CAPS Business Innovation and Creation</strong></td>
<td>Wk # 7: Business Communication &amp; Business Messages.</td>
<td>Read Chapter 4: The Art of Networking (pg.53-63). DQ#7: Routine Business Messages. Explain the importance of the process of reviewing routine messages. Blog topics assignment. Professional communication evaluation assignment.</td>
<td>Please continue to have your student attend our weekly ZOOM meetings, complete the assigned readings, answer the DQ's and submit the 2 assignments each week.</td>
</tr>
<tr>
<td><strong>CAPS Education Exploration</strong></td>
<td>Read for the Record Day</td>
<td>Preparing lesson for Read for the Record Day</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>CAPS Technology Solutions</strong></td>
<td>How to work with others successfully.</td>
<td>Internship Log</td>
<td>Please continue to have your student attend our weekly ZOOM meetings, complete the assigned readings and submit their Internship Log assignment each week.</td>
</tr>
<tr>
<td><strong>CAPS Turf Management &amp; Horticulture</strong></td>
<td>Landscaping</td>
<td>Pitch a product</td>
<td>N/A</td>
</tr>
</tbody>
</table>
The first trimester is in the books! Did your student earn the grade they wanted? This might be a great time to discuss goal setting. Did they get a C and want a B? How do they get there? Work with them to set up a personal goal and the steps to accomplish it. Have them put it in writing so it is more “real”. Setting a goal and accomplishing it, are motivators and confidence builders. Start small and eventually go big!
Lisa Templeton, CRE, 816-268-7150, lisa.templeton@raytownschools.org

Although we see a return to some in-person instruction at the horizon at Herndon Career Center, there will still be three days a week of virtual instruction. Many of our students have been very successful with virtual learning, but we also have a lot of students who have reported struggling. So how, as a parent, can we best support our students who are learning in a virtual environment?

Some of the answers are obvious: create a routine schedule, identify a consistent quiet space for your student to work, check-in on student status with work completion. Herndon Career Center focuses more on post-secondary transitions and career development. So how can parents have questions surrounding post-secondary plans? What types of questions can support their academic needs? The American School Counselor Association has published several Career Conversation Starters. These are great tools for parents and students to do a self-assessment of their student's interest and skills. It may also help draw that connection between academics and career that is sometimes a struggle through a virtual environment. My two personal favorites are the Career Conversation Starter and the High School Career Conversations. I hope you can find some conversation prompts to have with your students during this difficult time. If you find yourself getting asked questions and in need of additional resources please feel free to reach out.

High school is a great time to begin developing your communication skills! Communication is an essential skill that can be leveraged to develop new opportunities through networking. Networking is a tool used to exchange information and to develop professional or social contacts. Why is networking so important? Networking is important as you begin to represent yourself in professional settings, as well as receive support from the contacts you gain.

Networking may seem intimidating. However, you likely already have a small network, and don't even know it! To start, create a list of your current network. Who are professionals you already know (parents, neighbors, teachers, mentors, etc)? From there, think about how these contacts in your network may be helpful resources to you. Following, come up with ways to engage with these contacts, whether setting up a zoom or phone call, or reaching out via email!

For more information on how to begin to develop your networking skills as a high school student, check out this helpful article- https://www.nshss.org/blog/7-networking-skills-designed-to-help-students-flourish-at-events/

For help with any of your job readiness based needs, please follow this link to schedule a time to meet with me via zoom- https://calendly.com/rwl-allecia-lowery/meeting-with-rwl-coordinator

You may also email me for on-going support- allecia.lowery@raytownschools.org
## Herndon Career Center
### Programs & Teaching Staff

<table>
<thead>
<tr>
<th>Program</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising &amp; Graphic Design</td>
<td>Brock Martin</td>
</tr>
<tr>
<td>Automotive Collision</td>
<td>Billy Byrd</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>Tim Chase</td>
</tr>
<tr>
<td>Construction Technology</td>
<td>Jim Oliver</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Stephanie Migletz</td>
</tr>
<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, Susan Pratt</td>
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<tr>
<td>HVAC/Industrial Maintenance</td>
<td>Tony Hudspeth</td>
</tr>
<tr>
<td>Law Enforcement/Police Science</td>
<td>Rodger Bowers, Angelecic Huth</td>
</tr>
<tr>
<td>Welding/Metal Fabrication</td>
<td>Brian Wise, Izak Bergschneider</td>
</tr>
<tr>
<td>English IV &amp; Missouri Options</td>
<td>Jeff Dierking</td>
</tr>
</tbody>
</table>

## Southland CAPS
### Programs & Teaching Staff

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<tbody>
<tr>
<td>CAPS Animal Health Science I</td>
<td>Sara Sivils</td>
</tr>
<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>
</tr>
<tr>
<td>CAPS Technology Solutions</td>
<td>Corey Vaughn</td>
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<td>Ben Henke</td>
</tr>
</tbody>
</table>
Aerial View of Herndon Career Center Campus

- E State Rte 350
- Student Parking Lot
- Herndon Career Center
  - Building A
  - Building B
  - Building C
- Culinary Building

Sterling Ave
- Any student who drives must have a Herndon parking permit.
- Students must enter and exit from Sterling Ave. and are prohibited from entering or exiting the parking lot at any other entrance/exit.
- Speed limit is 10 MPH
- Students who are tardy will lose their driving privileges and will be required to ride the bus from/to their home school.
- As every school provides bus transportation, driving is a privilege and will be revoked for driving violations.