



HILLYARD
TECHNICAL CENTER

**Student
Handbook
and
Information**

2018-2019

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St. Joseph, MO 64506
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School Closing for Inclement Weather

In case of bad weather, school cancellations will be broadcast over the local television channels, channel 41, local television, local radio stations and the ParentLink system. Announcements will be made by 6 AM.

How to sign-up for the ParentLink System:

Go to <https://sjsd.parentlink.net/>

Create your account

Security

There are security cameras in a number of locations throughout the school. The cameras are intended to be used for security purposes; however, they may also be used in the course of disciplinary procedures. Hillyard Technical Center has installed a keyless door system. This system is designed to lock down building entrance doors during the school day. At the main entrance will be a device called an Airphone. This will notify office personnel who will push a button to allow entrance. The doors lock only one way allowing students and staff to exit the building at any time if the need arises. This system has been installed to ensure the safety of our students and staff.

Newsletter

The Hillyard Technical Center Newsletter is now available on-line. Go to www.hillyardtech.com under the heading media.

Welcome to Hillyard Technical Center!

The administration and staff would like to take this opportunity to welcome you to Hillyard Technical Center. We value the support of our parents, faculty, and community partners as we work together to provide a safe, challenging environment where students are actively involved in developing skills needed in an ever-changing world. Working together we can create an atmosphere that allows our teachers to teach and our students to eagerly learn.

This handbook has been prepared as a means of letting you know our school's policies and procedures. Parental support and encouragement are vital in helping us attain our goal of providing a quality education.

We look forward to serving you and your student throughout the coming year. We are excited about working with your student and helping them achieve their goals.

We wish you well this year at Hillyard Technical Center.

Vision

Hillyard Technical Center will meet the needs of the future with innovation and excellence.

Mission Statement

To prepare Hillyard Technical Center students for workforce success and continuous learning

Core Values

Respect

Integrity

Responsibility

Cooperation

Progressiveness

Hillyard Technical Center

Director: Jill Huntsman

Adult Education Coordinator: John DeLee

<i>Agriculture Education</i>	Daniel Kahre
<i>Agriculture Education</i>	Jessica Keefer
<i>Collision Repair and Refinish</i>	Tony Farmer
<i>Automobile Service Technology (Electrical)</i>	Jeff Adams
<i>Automobile Service Technology (Mechanical)</i>	Patrick Graham
<i>Computer Aided Drafting Technology</i>	Roger Mapel
<i>Computer Service Technology</i>	Denise Goldsmith
<i>Carpentry</i>	Brian Weed
<i>Dental Hygiene (Adult Only)</i>	Nancy Horrocks, Toni Cannon, Sandy Chacey
<i>Diagnostic Medical Sonography (Adult Only)</i>	Jaelyn Pruitt, Jeannie Scott
<i>Electronics Technology</i>	Shawn Moser
<i>EMT – Basic</i>	Becky Mercer
<i>Fire Science</i>	Angie Jones
<i>Health Service Assistant</i>	Brenda Wickham, Tammy Jordan
<i>Health Service Assistant</i>	Becky Heyde, Kimberly Harman
<i>Medical Transcription</i>	Jodi Hodge
<i>Practical Nursing (Adult Only)</i>	Crystal Oldham, Hollie Hild, Taylor Weese
<i>Precision Machine Technology</i>	Robert Swordy
<i>Radiography (Adult Only)</i>	Mallary Hann, Lorinda Ross, Cassie Franken
<i>HVACR</i>	Mark Goss
<i>Surgical Technology (Adult Only)</i>	Jeremy Wilson, Susan McMillian
<i>Welding Technology</i>	Sean Edwards

SUPPORT STAFF

High School Counselor/Testing

Rebecca Whitmer

Financial Aid

Jalaina Kanatzar/Brad Fuller

Resource Educator

Bridget Zabel

Administrative Assistants

Diana Slater – Administrative Support Supervisor

Diane Cameron

Kim Penland

Roxann Schmerbach

Diane Esely (*Evening*)

Donna Griggs (*Bookkeeping*)

IT Staff:

Keith Zimmerman

Support Staff:

Roxann Beckham

Kevin Heyde (*Math Instructor*)

Debbie Mueller (*Language Arts Instructor*)

Custodial Staff:

Michelle Coker

Cody Kelly

Jeff Meadows

Ron Wood

Jason Wood

Robin Zeltwanger

Career Fields

Hillyard Technical Center offers skills training in 24 career fields. The program options currently include:

Agriculture Education (*High School Students Only*)
 Collision Repair and Refinish
 Automobile Service Technology
 CNA (*Adults Only*)
 Computer Aided Drafting Technology
 Computer Service Technology
 Carpentry
 Dental Hygiene (*Adult Only*)
 Diagnostic Medical Sonography (*Adult Only*)
 Electronics Technology
 EMT – Basic
 EMT – Paramedic
 Fire Science
 Health Service Assistant (*High School Students Only*)
 Medical Transcription
 Practical Nurse (*Adults Only*)
 Precision Machine Technology
 Radiography (*Adults Only*)
 HVAC/R
 Surgical Technology (*Adults Only*)
 Welding Technology

Participating Schools

Hillyard Technical Center is comprised of juniors and seniors from surrounding high schools, along with freshman and sophomores from Benton, Central, and Lafayette. Some programs may also include adult students. Hillyard Technical Center operates two instructional sessions each Monday through Friday.

	AM Session	PM Session
Outlying schools	7:40 am - 10:20 pm	11:30 am - 2:10 pm
SJSD Students	7:40 am - 10:05 pm	12:00 pm - 2:30 pm
Savannah High School	NA	11:25 am - 2:30 pm

Benton High School – St. Joseph
 Bishop LeBlond High School – St. Joseph
 Buchanan County High School
 Central High School – St. Joseph
 East Buchanan High School
 King City High School
 Lafayette High School – St. Joseph
 Maysville High School
 Mid-Buchanan High School

North Andrew High School
 North Platte High School
 Osborn High School
 Plattsburg High School
 St. Joseph Christian High School
 Savannah High School
 South Holt High School
 Stewartsville High School
 Union Star High School

Passport/Certificate of Completion

A Passport and/or certificate will be given to each student who satisfactorily completes his/her training program.

Passport: Portfolio that is given to qualified students. The Passport portfolio will include a career-technical completion certificate, a listing of competencies earned, a resume, industry credentials or certifications earned, letters of recommendation and certificates of good attendance and/or academic honors. It is meant to be used when a graduate applies for a professional position or admission into college.

The following criteria will be utilized at Hillyard Technical Center to determine Passport qualification:

1. Students must complete a Hillyard Technical Center training program. For example, be completing the second year of a two-year program or complete a one-year training program.
2. **Grades:**
1st Year – Must have a grade of a B or higher for 1st semester and 2nd semester.

2nd Year:
 Must have a grade of a B or higher for 1st semester.
 Must have a grade of a B or higher for 3rd quarter.
3. **Attendance:**
Must have a 95% or higher combined attendance rate for the 1st year and 1st semester and 3rd quarter of the 2nd year.
4. Students must complete all program requirements for graduation.
5. Students must exhibit good work and personal attitudes and have the recommendation of their instructor.
6. Students must turn in books, safety glasses, etc. and take care of any financial obligations.

Certificate of Completion: Certificate of completion will be issued indicating the qualified graduating student has successfully completed the required training with a semester grade no lower than a D.

Student Responsibilities

Food/Drinks in the Classroom

No food or drink (besides bottle water) will be allowed in the classroom! Food and drink are to be consumed in the student breakroom only.

ID Badges

Students attending our medical programs will be provided an ID badge to wear during clinical rotations. If a student loses an ID, the student must notify their instructor immediately. A replacement badge may be purchased in the front office at a cost of \$5.

Safety Glasses

The school provides safety glasses to students participating in shop/lab situations. The safety glasses are to be worn in all appropriate work areas for the safety and protection of the student. The student will be responsible for the care of the glasses. If a student loses their safety glasses they will be required to purchase a new pair from the front office (\$2.00) or bring an approved pair from home. Students will not be allowed to participate in shop activities if they do not observe safety practices and wear appropriate clothing.

School Insurance

The school district does NOT provide medical insurance to pay for medical expenses when students are injured at school, this is the responsibility of the parents or legal liability insurance.

Students from outside the St. Joseph School District

Students who attend Hillyard Technical Center from outside the SJSD must consult with their home school for a calendar as to be excused days from Hillyard Technical Center. Throughout the year there will be times when their home school is not session; **HOWEVER, students may be required to attend class at Hillyard Technical Center. If the sending school has a bus scheduled for Hillyard Technical Center they are required to be in class at Hillyard Technical Center. There also may be days when their home school is in session, but Hillyard Technical Center is not in session. Generally, when Hillyard Technical Center is in session students from outlying schools are required to attend class.**

Driving Rules

Driving is a privilege. Do not abuse it. Transportation is available for all students. Students from our outlying schools must have permission from their home school to drive to Hillyard Technical Center. Students must park in designated student parking areas. Students leaving the parking lot where buses are loading must exit the opposite area or wait until the buses have left the parking lot before leaving. Failure to do so may result in loss of driving privileges. **Speed limit on school grounds is 10 mph**

Interviews at School By Law Enforcement Agencies or Other Officials

1. Students will be released by the Director if such a request is made by the juvenile officer or investigating officer.
2. Parents will be contacted by the school officials before such release, unless law enforcement officials request that we do not.
3. The juvenile office, police, or sheriff's officers will be permitted to question students in the school without a school administrator present.

Child abuse and neglect cases shall be conducted by the Division of Family Services. Upon obtaining proper identification, the Director shall permit the investigating authority to conduct the interview. The Director will not contact the parents and will not participate in the investigation.

Academics

Academic Requirements

All Career Technical Education (CTE) curriculums include required core academic content. Assessment of academic contents will be included in students' CTE grade. Every student will spend time weekly on academic content.

Early Placement

The early placement option will be available to qualified seniors during the last quarter of the school year. In addition to the conditions listed below, the student must make application for early placement and the instructor and other school personnel must approve that application. The work must be directly related to the training being received at Hillyard Technical Center.

1. Only seniors who are completing the second year of a two-year program are eligible for early release to related work placement
2. No student earning a Hillyard Technical Center 3rd quarter grade below a "C" will be eligible for early placement.
3. Student must have all program testing and Hillyard Technical Center testing completed prior to being allowed early placement.
4. Student must have all Embedded Credit requirements completed prior to being allowed early placement.
5. The student must have the recommendation of their instructor and stay current with all classwork.
6. The student must sign a contract with the counselor.
7. If any part of the contract is broken, the student will be pulled from early placement and will be required to come back to Hillyard Technical Center for classes.

Student Organizations

Student Organizations:

Student CTSO's have been organized at Hillyard Technical Center as an important part of the curriculum. The CTSOs and the classes they relate to are as follows:

SkillsUSA

Automobile Service Technology	Collision Repair and Refinish
Computer Aided Drafting Technology	Computer Service Technology
Carpentry	Dental Hygiene
Diagnostic Medical Sonography	Electronics Technology
EMT – Basic	Fire Fighter
Health Service Assistant	Medical Transcription
Practical Nursing	Precision Machine Technology
Radiography	HVAC/R
Surgical Technology	Welding Technology

Missouri SkillsUSA is a state association of SkillsUSA

National FFA Organization

Agriculture Education

Membership in an organization is not mandatory; however, students are strongly encouraged to participate since club activities are an integral part of each training program. The activities of each of the two organizations are designed to produce well-rounded individuals with the following goals in mind:

1. Personal growth and self-confidence
2. Leadership and cooperation
3. Respect for work and career development
4. Community understanding and patriotism

Student Organization Academic Eligibility

1. Students must maintain a passing grade and be in good standing per attendance in their program in order to participate in student organization activities at Hillyard Technical Center.
2. The student is responsible for any additional fees/supplies incurred before attending extra-curricular activities and be in good standing with Financial Aid and Bookkeeping.