



5501 Marine Creek Parkway, Fort Worth, TX 76179

Phone: (817) 306-1925

### **Welcome to the Hollenstein Career and Technology Center**

We are excited you have chosen to attend the HCTC. This is the beginning of an exciting journey as you continue towards graduation. At the HCTC, you will have the opportunity to learn and apply real-world, industry based knowledge and skills in your chosen pathway. You will prepare for your future through challenging coursework and rigorous instruction which can lead to certifications, dual credit, and employment opportunities in high demand fields.

### **EMS ISD Career and Technology Mission**

The Eagle Mountain-Saginaw Independent School District Career and Technical Education program is dedicated to preparing young people to succeed in high-demand occupations in the 21st-century's competitive global economy.

### **Student Expectations and Responsibilities**

HCTC students are focused, mature young adults that will take their learning seriously. Privileges granted to the HCTC student will be: a bistro, no tardy bells, no tardy passes, common student areas, networking, and the opportunity to participate in student organizational competitions which may lead to area, state and national competitions.

The HCTC has many visitors on a daily basis. We often have members from the community, EMS ISD central administration, city officials and visitors from other school districts on our campus. We expect our students to be good ambassadors for both EMS ISD and the HCTC. The following requirements will be followed at all times:

- HCTC students will adhere to the EMS ISD student code of conduct, as well as, the business and industry standards that are being integrated into their coursework.
- HCTC students will adhere to, at the minimum, EMS ISD district dress code. HCTC programs may require their own uniform.
- HCTC programs may have separate fees for supplies, certifications, etc. HCTC students will adhere to the fees associated with their program of choice and agree to pay the required amount. Financial aid and payment plans are available.
- HCTC students will be in class and engaged in learning every day.
- HCTC students should remain on their home campus during their entire lunch period.
- HCTC students will be respectful of the building and throw away trash in trash receptacles and pick up after themselves.

### **Student Transportation and Parking**

EMS ISD will provide bus transportation to and from home campus. Exceptions to this are Cosmetology morning arrival and afternoon dismissal, Clinical Rotation site visits, and Practicum of Education as these courses require students to provide their own transportation.

HCTC students have the privilege of driving to campus; however, it is not a right. Students who choose to drive must register their vehicle on-line. Instructions are found on the HCTC website. Driving and parking privileges may be revoked if a student drives recklessly or does not adhere to safety requirements. Students who park in the designated visitor parking spots may be towed. Students must also remember that a school bus has the right of way.

Student parking is located in the front of the building.

Student pick-up and drop-off will take place in the parking lot. For our students safety, the front drive way is for bus loading and unloading.

### **Student Discipline**

An HCTC student may be removed from a program if the students steals, does not adhere to safety regulations, leaves class or a job site without permission, or refuses to perform required coursework.

Student discipline issues will be handled jointly with HCTC and home campus administrators.

Due to the amount of instructional time lost during an alternative discipline placement, a student who is placed at the Alternative Discipline Center will be removed from their HCTC course, will not be re-enrolled upon completion of ADC placement, and future HCTC enrollment will be reviewed on a case by case basis.

### **Attendance, Tardies, and Appointments**

All students are expected to be on time and attend class. EMS ISD tardy policy will be followed. If a student is absent from class, the note will need to be given to the student's home campus attendance clerk.

If a student needs to leave early for an appointment, the student's guardian must call the HCTC front desk at 817-306-1925 for dismissal and the student must sign out at the front office.

The HCTC allows students 3 minutes after class to walk to their vehicle or bus and then 20 minutes for transportation to and from their home campus. If a student is tardy, it is the student's responsibility to notify the teacher for attendance purposes. Excuses such as car trouble, traffic problems or inclement weather are considered to be unexcused for students driving personal vehicles.

### **Assemblies and Pep Rallies**

HCTC students will be able to attend home campus events such as assemblies and pep rallies. Students will be responsible for any missed work. Students will be counted absent unless HCTC teachers are notified by the student's home campus sponsor or coach.

### Career Technical Student Organizations

HCTC students who participate in a CTSO are expected to maintain academic eligibility in order to participate in the competition. Students are required to adhere to EMS ISD grading and eligibility policies.

Students who make a commitment to compete in an HCTC sponsored event are expected to honor their time commitment. In the event the district has provided funds for the student to attend a competition and a student is unable to fulfill their obligations, the student will be expected to refund the district all fees associated with the competition.

### HCTC and Campus Contacts

HCTC	Dana Eldredge, Director of Career and Technology HCTC 817-306-1925 <a href="mailto:deldredge@ems-isd.net">deldredge@ems-isd.net</a>
HCTC	Kimberly Traylor, Coordinator of Career and Technology HCTC 817-306-1925 <a href="mailto:ktraylor@ems-isd.net">ktraylor@ems-isd.net</a>
BHS	Jocelyn McBride, College and Career Specialist Boswell High School 817-237-3314 Ext. 8141 <a href="mailto:jmcbride@ems-isd.net">jmcbride@ems-isd.net</a>
CTHS	Melissa Cordova, College and Career Specialist Chisholm Trail High School 817-232-7710 Ext. 7041 <a href="mailto:mcordova@ems-isd.net">mcordova@ems-isd.net</a>
SHS	Brenda Evans, College and Career Specialist (interim) Saginaw High School 817-306-0914 Ext. 8524 <a href="mailto:bevans@ems-isd.net">bevans@ems-isd.net</a>

It is the policy of the Eagle Mountain-Saginaw ISD not to discriminate on the basis of race, color, national origin, gender, or handicap in its Career and Technology Education programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Eagle Mountain-Saginaw ISD will take steps to assure the lack of English language skills will not be a barrier to admission and participation in all educational and Career and Technology Education programs.

Es norma de Eagle Mountain-Saginaw Independent School District no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. Eagle Mountain-Saginaw Independent School District tomará las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua inglés no sea un obstaculo para la admisión y participación en todos los programas educativos y vocacionales.

