



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 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 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 organization competitions which may lead to area, state and national contests.

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 integrated into their coursework.
- HCTC students enrolled in Cosmetology, EKG/Phleb, and PCT are required to complete industry certification exam(s).
- HCTC students will adhere to, at a minimum, the EMS ISD district dress code. HCTC programs may have specific uniform or dress requirements.
- 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 daily bus transportation to and from Boswell and Saginaw High School. Exceptions to this are Cosmetology I and II morning arrival and afternoon dismissal and Practicum of Education as these courses require students to provide their own transportation. Bus transportation to and from Chisholm Trail High School will be provided during inclement weather.

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 student's safety, the front drive is for bus loading and unloading only.

## **Student Discipline**

HCTC students are responsible for following the EMS ISD Student Code of Conduct along with the additional requirements of the HCTC.

An HCTC student may be removed from a program for theft, not adhering to building and program area safety regulations, leaving class or job site without permission, or refusing to perform required coursework. Student discipline issues will be handled jointly with HCTC and home campus administrators.

A student placed at the Alternative Discipline Center will be removed from their HCTC course during ADC placement. Upon completion of a student's ADC placement, re-enrollment in the HCTC course for the current school year will be reviewed on a case by case basis. Students enrolled in a certification program which requires a specific number of hours to complete will be unable to re-enroll in the program due to the inability to regain time lost during the alternative discipline assignment.

## **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 may be 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 counted absent if they do not attend any portion of their HCTC course and will be responsible for all missed work. Those absences may be corrected at their home campus by their director, sponsor, or coach.

## **On Campus Deliveries**

Food deliveries from outside vendors or delivery services for students are not permitted regardless of payment status.

Parents may drop off items for students at the front office.

## **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 817-306-1925 <a href="mailto:deldredge@ems-isd.net">deldredge@ems-isd.net</a>
HCTC	Kimberly Traylor, Coordinator of Career and Technology 817-306-1925 <a href="mailto:ktraylor@ems-isd.net">ktraylor@ems-isd.net</a>
HCTC	Kasey Conroy, CTE Practicum Specialist 817-306-1925 <a href="mailto:kconroy@ems-isd.net">kconroy@ems-isd.net</a>
BHS	Virginia Guilbeau, College and Career Specialist 817-237-3314 Ext. 8141 <a href="mailto:vguilbeau@ems-isd.net">vguilbeau@ems-isd.net</a>
CTHS	Melissa Cordova, College and Career Specialist 817-232-7710 Ext. 7041 <a href="mailto:mcordova@ems-isd.net">mcordova@ems-isd.net</a>
SHS	Cathy Bradshaw, College and Career Specialist 817-306-0914 Ext. 8524 <a href="mailto:cbradshaw@ems-isd.net">cbradshaw@ems-isd.net</a>



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### **HCTC Student Handbook Acknowledgment of Receipt**

Please read the HCTC Student Handbook thoroughly. If you have any questions or need clarification in regards to any of the policies, please speak to one of the HCTC administrators as soon as possible so that we may answer any of your questions.

By signing the acknowledgment of receipt, this states that both the student and legal guardian have received a copy of the HCTC Student Handbook and understand that student(s) will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

Please use the following link for acknowledgement of receipt:

**HCTC Student Handbook Acknowledge of Receipt** will be sent electronically by HCTC Teacher.

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.