



Career and Technical Education Handbook

2023-2024



**HILLSBORO INDEPENDENT
SCHOOL DISTRICT**

**Preparing Today's Students
for Tomorrow's World**



HILLSBORO INDEPENDENT SCHOOL DISTRICT

121 E. Franklin Ave.
Hillsboro, TX 76645

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**Career and Technical Education
Annual Public Notification of Nondiscrimination**

Hillsboro ISD offers career and technical education programs in Health Science, Education and Training, Hospitality and Tourism, Construction, Agriculture and Natural Resources, and Audio-Visual Technology and Production, Graphic Design, and Business. Admission to these programs is based on students' selected endorsement and career interest.

It is the policy of Hillsboro ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities and provides equal access to the Boy Scouts and other designated youth groups 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.

It is the policy of Hillsboro ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Hillsboro ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator at Lorene.Ownby@hillsboroisd.org, (254)582-8585, and/or the Section 504 Coordinator at Gaila.Sanders@hillsboroisd.org, (254)582-4170.

Hillsboro ISD
121 E. Franklin Ave.
Hillsboro, TX. 76645
(254)582-8585



Hillsboro

INDEPENDENT SCHOOL DISTRICT

Enlighten. Inspire. Achieve.

**Notificación Publica de No Discriminación
Programas de Educación Técnica y Vocacional**

(Notificación Publica de No Discriminación en Programas de Educación Técnica y Vocacional)
Hillsboro ISD ofrece programas de educación técnica y vocacional, Ciencias de la salud, educación y capacitación, hotelería y turismo, construcción, agricultura, y recursos naturales, y tecnología y producción audiovisual, diseño gráfico y negocios. La admisión a estos programas se basa en el respaldo seleccionado por los estudiantes y su interés profesional.

Es norma de Hillsboro ISD no discriminar en sus programas, servicios o actividades vocacionales y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados por motivos de raza, color, origen nacional, sexo o impedimento, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; Título IX de las Enmiendas en la Educación de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Es norma de Hillsboro ISD no discriminar en sus procedimientos de empleo por motivos de raza, color, origen nacional, sexo, impedimento o edad, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; Título IX de las Enmiendas en la Educación, de 1972, la ley de Discriminación por Edad, de 1975, según enmienda; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Hillsboro ISD tomará las medidas necesarias para asegurar que la falta de habilidad en el uso del inglés no sea un obstáculo para la admisión y participación en todos los programas educativos y vocacionales.

Para información sobre sus derechos o procedimientos de quejas, comuníquese con el Coordinador del Título IX en (dirección), Lorene.Ownby@hillsboroisd.org, (254) 582-8585, y/o el Coordinador de la Sección 504 en (dirección), Gaila.Sanders@hillsboroisd.org, (254) 582-4170.

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HILLSBORO ISD CAREER & TECHNICAL EDUCATION



Vision: Hillsboro ISD's Career and Technical Education students will graduate prepared for college and career success.

Mission: Hillsboro ISD's Career and Technical Education program is devoted to preparing and growing our students to succeed in college and career readiness by instilling the ideals of professionalism, leadership, and service.

Goals:

- Offer a variety of CTE courses (including dual-credit courses) that address needs of the community and business while engaging students and their interests.
- Promote student enrollment and participation in CTE courses, programs and student organizations.
- Offer a variety of work-based certifications that encourage students to demonstrate their skill proficiencies and knowledge of course work.
- Promote career exploration at all levels through interest surveys, career inventories, career-based projects, and career fairs.
- Develop a lasting partnership with local businesses and community members.
- Facilitate project-based learning.

Hillsboro ISD Advisory Board and Committees

Goals and Program of Work

Goals:

- Assist Hillsboro ISD in long-range planning
- Provide timely and clear feedback which enables staff to set goals, design programs, and evaluate program effectiveness
- Assist in disseminating information about Hillsboro ISD Career and Technical programs
- Provide a forum for reviewing personnel and training needs of business and industry
- Enhance political and community support and image of Career and Technical Education

Program of Work:

It is imperative that education, business, industry and community members "communicate" with each other. The advisory committee is an excellent communication vehicle with which to accomplish this. The committee provides a link between the school district and the community through which educational and business activities can be coordinated. Through the establishment of the following committees, we reach our goals:

- Program Advisory Committees - with staff assistance, will review the instructional programs in their respective subject areas to determine if existing programs provide adequate services to students. This committee is also responsible for analyzing community economic and demographic trends and determining training needs within the Hillsboro ISD employment area.
- Image - the function of the image committee is to enhance the community perception of career and technical education. Suggestions from members are needed for activities that will explain our purposes.
- Equipment/Facilities - It is recommended that program advisory members work with teachers to review the instructional programs, and note any concerns regarding equipment or facility needs.

Program Review and Design:

In addition to Program Advisory Committees, Ad Hoc Committees may evaluate certain programs to determine technological applications/change and community need in terms of program offerings and need for improvement.

Why do we evaluate/review programs?

- To support new funding initiatives
- To improve instruction, to get accurate measurement of accomplishments
- To enhance public relations

Program reviewers should ask themselves, and those being reviewed, the following questions:

1. Does the program know whether it is accomplishing its goals? How does it know?
2. Under what circumstances a program would be modified or discontinued?
3. How will new initiatives or programs be launched?
4. Do constituents share the impressions of staff?
5. Are there important goals the program is not measuring and consequently is not considering adequately in planning?
6. If the program fails to meet its goals, does it have information to help it make improvements?

Meeting Schedule:

The advisory board meets approximately three times annually. The advisory board will meet as a whole in early Fall. Individual program committees will meet after the general meeting to discuss progress toward goals so that the program chairperson can provide a report on findings to the CTE Coordinator.

Hillsboro Independent School District

ALL PROGRAM AREAS MUST SUBMIT RECOMMENDATIONS FOR ADVISORY MEMBERS

Name of program:

Advisory Committee Teacher Representatives:

[illegible]

CTE Teacher Directory

Business and Industry:

- Construction
 - Kyle Davis
 - Tabatha Davis
- Agriculture and Manufacturing
 - Jennifer Kolar
 - Tyler Ketchum
- Hospitality and Tourism
 - Amy Ballentine
 - Angela Phoenix
- Audio Visual Technology & Production
 - Kyle Bodeker
 - Jacob Baze

Public Service:

- Health Science:
 - Michael Chirhart
 - Emily Bauman
- Education and Training
 - Courtney Hewitt
 - Angela Phoenix
- Business
 - Dodd Carmichael
- Co-op classes
 - Adam Byrd

Academic CTE Courses:

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HILLSBORO ISD SCHOOL CALENDAR 2023-2024



First Day of School: August 16, 2023
Last Day of School: May 23, 2024

New Teacher Orientation
Teacher Staff Development
Student & Teacher Holiday
Teacher Camp Day
First Day of School/ Students Return
State Testing Day
Early Release
Bad Weather Make-Up Day
Teacher Work Day

Board Approved

Date: March 28, 2023

August 2023						
S	M	T	W	Th	F	S
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27	28	29	30	31		

September 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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28	29	30				

May 2024						
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June 2024						
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July 2024						
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Agriculture, Food, and Natural Resources Career Cluster

The Agriculture, Food, and Natural Resources (AFNR) Career Cluster focuses on the essential elements of life food, water, land, and air. This career cluster includes a diverse spectrum of occupations, ranging from farmer, rancher, and veterinarian to geologist, land conservationist, and florist. It also includes non-traditional agricultural occupations like wind energy, solar energy, and oil and gas production.

Applied Agricultural Engineering Statewide Program of Study



The Applied Agricultural Engineering program of study explores the occupations and educational opportunities associated with applying knowledge of engineering technology and biological science to agricultural problems concerned with power and machinery, electrification, structures, soil and water conservation, and processing agricultural products. This program of study may also include exploration into diagnosing, repairing, or overhauling farm machinery and vehicles, such as tractors, harvesters, dairy equipment, and irrigation systems.

Secondary Courses for High School Credit

Level 1

- Principles of Agriculture, Food, and Natural Resources

Level 2

- Agricultural Mechanics and Metal Technologies/Lab

Level 3

- Agricultural Structures Design and Fabrications/Lab

Level 4

- Practicum in Agriculture, Food, and Natural Resources

Postsecondary Opportunities

Associates Degrees

- Heavy Equipment Maintenance Technology/ Technician
- Agricultural Mechanization, General
- Small Engine Mechanics and Repair Technology/ Technician
- Welding Technology/ Welder

Bachelor's Degrees

- Agricultural Engineering
- Agricultural Mechanization, General

Master's, Doctoral, and Professional Degrees

- Agricultural Engineering
- Agricultural Mechanization, General

Work-Based Learning and Expanded Learning Opportunities

Exploration Activities	Work-Based Learning Activities
<ul style="list-style-type: none">Tour a farm products or machinery plantParticipate in Texas FFA	<ul style="list-style-type: none">Earn a welding certificationIntern at a farm products or machinery plantParticipate in an FFA supervised agriculture experience

Industry-Based Certifications

- Agriculture Mechanics
- Agriculture Mechanics
- API 1104 Welding Pipelines and Related Facilities AWS Certified Welder
- AWS Certified Welder
- AWS D1.1 Structural Steel
- AWS D9.1 Sheet Metal Welding
- AWS SENSE Level 1: Entry Welder
- Feedyard Technician in Machinery Operation, Repair and Maintenance
- Industrial Technology Maintenance (ITM) - Maintenance Welding
- Machining Measurement, Material, and Safety Level I
- NCCER Welding Level I
- General Welding - Job Ready
- OSHA General 30*

*IBC sunsetting 8/31/24

Aligned Occupations

Occupations	Median Wage	Annual Openings	% Growth
Outdoor Power Equipment and Other Small Engine Mechanics	\$32,406	366	16%
Welders	\$41,350	6171	9%
Farm Equipment Mechanics and Service Technicians	\$39,915	304	17%
Mobile Heavy Equipment Mechanics	\$47,299	1627	16%
Agricultural Engineers	\$64,792	9	13%

Successful completion of the Applied Agricultural Engineering program of study will fulfill requirements of a Business and Industry endorsement or STEM endorsement if the math and science requirements are met. Revised – August 2022

Agriculture, Food, and Natural Resources Career Cluster

The Agriculture, Food, and Natural Resources (AFNR) Career Cluster focuses on the essential elements of life food, water, land, and air. This career cluster includes a diverse spectrum of occupations, ranging from farmer, rancher, and veterinarian to geologist, land conservationist, and florist. It also includes non-traditional agricultural occupations like wind energy, solar energy, and oil and gas production.

Animal Science Statewide Program of Study



The Animal Science program of study focuses on the science, research, and business of animals and other living organisms. It teaches CTE learners how to apply biology and life science to real-world life processes of animals and wildlife, either in laboratories or in the field, which could include a veterinary office, a farm or ranch, or any outdoor area harboring animal life. Students may also research and analyze the growth and destruction of species and research or diagnose diseases and injuries of animals.

Secondary Courses for High School Credit

Level 1

- Principles of Agriculture, Food, and Natural Resources

Level 2

- Small Animal Management
- Equine Science

Level 3

Level 4

- Advanced Animal Science
- Veterinary Medical Applications/Lab
- Practicum in Agriculture, Food, and Natural Resources

Postsecondary Opportunities

Associates Degrees

- Food Science and Technology
- Veterinary Studies
- Biotechnology Laboratory Technician
- Biology Technician

Bachelor's Degrees

- Animal Sciences
- Agriculture
- Biology
- Zoology/ Animal Biology

Master's, Doctoral, and Professional Degrees

- Genetics
- Veterinary Medicine
- Biological and Physical Sciences
- Biological and Biomedical Sciences

Work-Based Learning and Expanded Learning Opportunities

Exploration Activities	Work-Based Learning Activities
<ul style="list-style-type: none">Participate in Texas FFA	<ul style="list-style-type: none">Compete in an Agri-Science Fair 4HVolunteer at a local farm or with a veterinarianParticipate in an FFA supervised agriculture experience

Industry-Based Certifications

- Agricultural Biotechnology
- Certified Veterinary Assistant, Level 1
- Elanco Fundamentals of Animal Science Certification
- Elanco Veterinary Medical Applications Certification
- Equine Management & Evaluation Certification
- Feedyard Technician in Cattle Care and Handling
- Licensed Veterinary Technician
- Production Agriculture - Job Ready
- Small Animal Science and Technology



Aligned Occupations

Occupations	Median Wage	Annual Openings	% Growth
Animal Breeders	\$39,139	28	9%
Animal Scientists	\$57,533	22	12%
Medical Scientists	\$63,898	435	27%
Veterinarians	\$93,496	294	24%
Zoologists and Wildlife Biologists	\$67,309	45	32%

Successful completion of the Animal Science program of study will fulfill requirements of a Business and Industry endorsement or STEM endorsement if the math and science requirements are met. Revised – August 2022

Architecture and Construction Career Cluster

The Architecture and Construction Career Cluster focuses on designing, planning, managing, building, and maintaining the built environment. Principles of Architecture provides an overview to the various fields of architecture, interior design, and construction management.

Carpentry Statewide Program of Study



The Carpentry program of study explores the occupations and educational opportunities related to constructing, installing, or repairing structures and fixtures made of wood, such as concrete forms (including frameworks, partitions, joists, studding, rafters, and stairways). This program of study may also include exploration into installing, dismantling, or moving machinery and heavy equipment according to layout plans, blueprints, or other drawings.

Secondary Courses for High School Credit

Level 1

- Principles of Construction

Level 2

- Construction Technology I

Level 3

- Construction Technology II
- Mill & Cabinetmaking Technology

Level 4

- Practicum in Construction Technology

Postsecondary Opportunities

Associates Degrees

- Carpentry/Carpenter
- Industrial Mechanics and Maintenance Technology

Bachelor's Degrees

- Construction Science

Master's, Doctoral, and Professional Degrees

- Construction Management

Work-Based Learning and Expanded Learning Opportunities

Exploration Activities	Work-Based Learning Activities
<ul style="list-style-type: none">Shadow a carpenter or millwrightParticipate in SkillsUSA	<ul style="list-style-type: none">Obtain an NCCER certification in Millwright Level 1 or Carpentry Level 1

Industry-Based Certifications

- HBI Pre-Apprenticeship Certificate Training (PACT), Basic Carpentry
- HBI Pre-Apprenticeship Certificate Training (PACT), Core
- HBI Pre-Apprenticeship Certificate Training (PACT), Green Core
- NCCER Carpentry Level I
- NCCER Carpentry Level II
- NCCER Commercial Carpenter
- NCCER Construction Technology Certification Level I
- NCCER Core
- NCCER Painting: Commercial and Residential Level I

- OSHA 30 Hour Construction*
- OSHA 30 Hour General*

*IBC sunseting 8/31/24



Aligned Occupations

Occupations	Median Wage	Annual Openings	% Growth
Carpenters	\$35,922	5,031	26%
Cost Estimators	\$63,939	2,239	21%

Arts, Audio/Video Technology, and Communications Career Cluster

The Arts, A/V Technology and Communications (AAVTC) Career Cluster focuses on careers in designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services. Careers in the AAVTC career cluster require a creative aptitude, a strong background in computer and technology applications, a strong academic foundation, and a proficiency in oral and written communication.

Digital Communications Statewide Program of Study



The Digital Communications program of study explores the occupations and educational opportunities associated with the production of audio and visual media formats for various purposes, such as TV broadcasts, advertising, video production, or motion pictures. This program of study may also include exploration into operating machines and equipment to record sound and images, such as microphones, sound speakers, video screens, projectors, video monitors, sound and mixing boards, and related electronic equipment.

Secondary Courses for High School Credit

Level 1

- Principles of Arts, Audio/Video Technology, and Communications

Level 2

- Audio/Video Production I/Lab

Level 3

- Audio/Video Production II/Lab

Level 4

- Practicum of Audio/Video Production

Postsecondary Opportunities

Associates Degrees

- Recording Arts Technology/Technician
- Cinematography and Film/Video Production
- Radio and Television Broadcasting Technology/Technician
- Music Technology

Bachelor's Degrees

- Recording Arts Technology/Technician
- Cinematography and Film/Video Production
- Radio and Television
- Agricultural Communication/Journalism

Master's, Doctoral, and Professional Degrees

- Communications Technology/Technician
- Cinematography and Film/Video Production
- Radio and Television
- Agricultural Communication/Journalism

Work-Based Learning and Expanded Learning Opportunities

Exploration Activities	Work-Based Learning Activities
<ul style="list-style-type: none">Shadow a production teamParticipate in SkillsUSA or TSA	<ul style="list-style-type: none">Intern at a local television station or video production companyWork with a local company on a project

Industry-Based Certifications

- Adobe Certified Professional in Print and Digital Media Publication Using Adobe InDesign
- Adobe Certified Professional in Print and Digital Media Publication Using Adobe InDesign
- Adobe Certified Professional in Visual Design
- Adobe Certified Professional in Visual Design Using Adobe Photoshop
- Audio-Visual Communications - Job Ready
- Broadcasting and Journalism
- Digital Video Production Foundations



Aligned Occupations

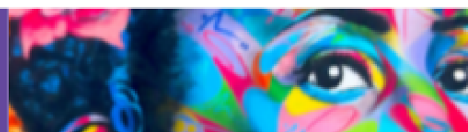
Occupations	Median Wage	Annual Openings	% Growth
Sound Engineering Technicians	\$39,562	79	27%
Camera Operators, Television, Video, and Motion Picture	\$50,024	129	9%
Audio and Video Equipment Technicians	\$40,581	757	29%
Film and Video Editors	\$47,382	118	23%

Successful completion of the Digital Communications program of study will fulfill requirements of the Business and Industry endorsement. Revised – August 2022

Arts, Audio/Video Technology, and Communications Career Cluster

The Arts, A/V Technology and Communications (AAVTC) Career Cluster focuses on careers in designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services. Careers in the AAVTC career cluster require a creative aptitude, a strong background in computer and technology applications, a strong academic foundation, and a proficiency in oral and written communication.

Graphic Design & Multimedia Arts Statewide Program of Study



The Graphic Design and Multimedia Arts program of study explores the occupations and educational opportunities associated with designing or creating graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. This program of study may also include exploration into designing clothing and accessories, and creating special effects, animation, or other visual images using film, video, computers, or other electronic tools and media, for use in computer games, movies, music videos, and commercials.

Secondary Courses for High School Credit

Level 1

- Principles of Arts, A/V Technology, and Communications
- Video Game Design

Level 2

- Graphic Design and Illustration I/Lab
- Video Game Programming

Level 3

- Graphic Design and Illustration II/Lab
- Advanced Video Game Programming

Level 4

- Practicum in Graphic Design and Illustration
- Career Preparation I

Postsecondary Opportunities

Associates Degrees

- Animation, Interactive Technology, Video Graphics and Special Effects
- Graphic Design
- Game and Interactive Media Design

Bachelor's Degrees

- Animation, Interactive Technology, Video Graphics and Special Effects
- Graphic Design
- Game and Interactive Media Design

Master's, Doctoral, and Professional Degrees

- Animation, Interactive Technology, Video Graphics and Special Effects
- Graphic Design
- Intermedia/Multimedia

Work-Based Learning and Expanded Learning Opportunities

Exploration Activities	Work-Based Learning Activities
<ul style="list-style-type: none">• Join a website development or coding club• Participate in SkillsUSA or TSA	<ul style="list-style-type: none">• Intern with a multimedia or animation studio• Obtain a certificate or certification in graphic design

Industry-Based Certifications

- Adobe Certified Professional in Digital Video Using Adobe Premiere Pro
- Adobe Certified Professional in Graphic Design and Illustration Using Adobe Illustrator
- Adobe Certified Professional in Print and Digital Media Publication Using Adobe InDesign
- Adobe Certified Professional in Visual Design
- Adobe Certified Professional in Visual Design Using Adobe Photoshop
- Adobe Certified Professional In Visual Effects and Motion Graphics Using Adobe After Effects
- Audio-Visual Communications - Job Ready
- Autodesk Associate (Certified User) 3ds MAX
- Certified Professional Photographer
- Certified Professional Programmer
- Certified User: Programmer
- CodeHS Python Level 1 Certification
- Graphic Production Technology - Job Ready
- C++ Certified Associate Programmer
- Oracle Certified Associate Java SE 9 Programmer
- Certified Entry-Level Python Programmer (PCEP)

- Adobe Certified Professional Animate*

*IBC Sunsetting 8/31/24

Aligned Occupations

Occupations	Median Wage	Annual Openings	% Growth
Graphic Designers	\$44,824	1,433	15%
Multimedia Artists and Animators	\$67,392	186	21%

Successful completion of the Graphic Design & Multimedia Arts program of study will fulfill requirements of the Business and Industry endorsement. Revised – August 2022

Business, Marketing, and Finance Career Cluster

The Business, Marketing, and Finance Career Cluster focuses on careers in planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations.

Business Management Statewide Program of Study



The Business Management program of study teaches CTE learners how to plan, direct, and coordinate the administrative services and operations of an organization. Through this program of study, students will learn the skills necessary to formulate policies, manage daily operations, and allocate the use of materials and human resources. This program of study will also introduce students to mathematical modeling tools and organizational evaluation methods.

Secondary Courses for High School Credit

Level 1

- Business Information Management I/Lab

Level 2

- Business Information Management II/Lab

Level 3

- Global Business
- Human Resources Management

Level 4

- Practicum in Business Management

Postsecondary Opportunities

Associates Degrees

- Business Administration
- Business/Commerce
- Public Administration
- Business Management

Bachelor's Degrees

- Business Administration
- Business/Commerce
- Public Administration
- Management Science

Master's, Doctoral, and Professional Degrees

- Business Administration
- Business Management
- Public Administration
- Management Science

Work-Based Learning and Expanded Learning Opportunities

Exploration Activities

- Participate in Business Professional of America, Future Business Leaders of America, or DECA

Work-Based Learning Activities

- Intern with a local business or chamber of commerce

Industry-Based Certifications

- Administrative Assisting
- Certified Associate in Project Management (CAPM)
- Entrepreneurship and Small Business
- General Management
- MB-920: Microsoft Dynamics 365 Fundamentals Finance and Operations Apps
- Microsoft Office Specialist 2016 Master
- Microsoft Office Specialist: Microsoft Access Expert (Access and Access 2019)
- Microsoft Office Specialist: Microsoft Excel Expert (Excel and Excel 2019)
- Microsoft Office Specialist: Microsoft Word Expert (Word and Word 2019)
- Project Management Institute (PMI) Project Management Ready

- Microsoft Office Specialist-Excel*
- Microsoft Office Specialist-Word*

*IBC sunseting 8/31/24

Aligned Occupations

Occupations	Median Wage	Annual Openings	% Growth
Administrative Service Managers	\$96,138	2,277	21%
Management Analysts	\$87,651	4,706	32%
General and Operations Managers	\$107,640	18,679	20%
Supervisors of Administrative Support Works	\$57,616	14,982	20%

Successful completion of the Business Management program of study will fulfill requirements of the Business and Industry endorsement. Revised – August 2022

Education and Training Career Cluster

The Education and Training Career Cluster focuses on planning, managing, and providing education and training services and related learning support services. All parts of courses are designed to introduce learners to the various careers available within the Education and Training career cluster.

Teaching and Training Statewide Program of Study



The Teaching and Training program of study prepares CTE learners for careers related to teaching, instruction, and creation of instructional and enrichment materials. The program of study introduces CTE learners to a wide variety of student groups and their corresponding needs. It familiarizes them with the processes for developing curriculum, coordinating educational content, and coaching groups and individuals.

Secondary Courses for High School Credit

Level 1

- Principles of Human Service

Level 2

- Human Growth and Development

Level 3

- Instructional Practices

Level 4

- Practicum in Education and Training

Postsecondary Opportunities

Associates Degrees

- Teacher Education
- Education, General (or specific subject area)
- Special Education
- Health and Physical Education/Fitness

Bachelor's Degrees

- Bilingual and Multilingual Education
- Education, General (or specific subject area)
- Special Education
- Health and Physical Education/Fitness

Master's, Doctoral, and Professional Degrees

- Instruction and Learning
- Educational Leadership and Administration, General
- Special Education
- Social and Philosophical Foundations of Education

Work-Based Learning and Expanded Learning Opportunities

Exploration Activities	Work-Based Learning Activities
<ul style="list-style-type: none">• Participate in the Texas Association of Future Educators or Family, Career, and Community Leaders of America	<ul style="list-style-type: none">• Teach a community education class• Intern as a teaching assistant or tutor• Serve as a camp counselor

Industry-Based Certifications

- Educational Aide I



Aligned Occupations

Occupations	Median Wage	Annual Openings	% Growth
Adult Basic and Secondary Education and Literacy Teachers and Instructors	\$48,069	862	17%
Middle School Teachers, Except Special and Career/Technical Education	\$54,510	6,407	15%
Career and Technical Education Teachers, Secondary School	\$56,360	719	9%
Special Education Teachers, Secondary School	\$56,720	980	18%

Successful completion of the Teaching and Training program of study will fulfill requirements of the Public Service endorsement. Revised – August 2022

Health Science Career Cluster

The Health Science Career Cluster focuses on planning, managing, and providing therapeutic services, diagnostics services, health informatics, support services, and biotechnology research and development. To pursue a career in the health science industry, students should learn to reason, think critically, make decisions, solve problems, communicate effectively, and work well with others.

Healthcare Therapeutic Statewide Program of Study



The Healthcare Therapeutic program of study introduces students to occupations and educational opportunities related to diagnosing and treating acute, episodic, or chronic illness independently or as part of a healthcare team. This program of study also includes an introduction to the opportunities associated with providing treatment and counsel to patients as well as rehabilitative programs that help build or restore daily living skills to persons with disabilities or developmental delays.

Secondary Courses for High School Credit

Level 1

- Principles of Health Science

Level 2

- Medical Terminology

Level 3

- Anatomy and Physiology
- Health Science Theory/Health Science Clinical

Level 4

Postsecondary Opportunities

Associates Degrees

- Dental Hygienist
- Medical/Clinical Assistant

Bachelor's Degrees

- Dental Hygienist

Master's, Doctoral, and Professional Degrees

- Dentist
- Physician Assistant
- Family and General Practitioners
- Pharmacist

Work-Based Learning and Expanded Learning Opportunities

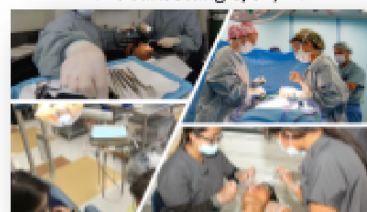
Exploration Activities	Work-Based Learning Activities
<ul style="list-style-type: none">• Participate in SkillsUSA or Health Occupation Students of America	<ul style="list-style-type: none">• Volunteer at a community wellness center, hospital, assisted living, or nursing home

Industry-Based Certifications

- Certified Clinical Medical Assistant
- Certified Dental Assistant
- Emergency Medical Technician - Basic
- Certified EKG Technician
- Certified Nurse Aide (CNA)
- Certified Occupational Therapy Assistant
- ECG Technician
- Medical Assistant
- Medical Laboratory Assistant
- Nationally Registered Certified EKG Technician
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy Technician
- Registered Dental Assistant X-Ray Certification

- Certified Ophthalmic Technician*
- Certified Surgical Technologist*
- Licensed Dental Hygienist*
- Orthopedic Technologist*

*IBC sunseting 8/31/24



Aligned Occupations

Occupations	Median Wage	Annual Openings	% Growth
Medical Assistants	\$29,598	8,862	30%
Surgical Technologists	\$45,032	1,150	20%
Dental Hygienists	\$73,507	1,353	38%
Physicians and Surgeons	\$213,071	1,151	30%

Successful completion of the Healthcare Therapeutic program of study will fulfill requirements of a Public Service endorsement or STEM endorsement if the math and science requirements are met. Revised – March 2023

Human Services Career Cluster

The Human Services Career Cluster focuses on preparing individuals for employment in career pathways that relate to families and human needs such as counseling and mental health services, family and community services, personal care services, and consumer services.

Health and Wellness Statewide Program of Study



The Health and Wellness program of study introduces students to knowledge and skills related to promoting physical, emotional, social, and mental health and wellness. Students who choose this program of study may learn how to assist patients in planning for their health and wellness, respond to crises, and advise, provide education or counseling, or make referrals. CTE learners may also focus on addressing barriers to access health and wellness services.

Secondary Courses for High School Credit Level 1

- Principles of Human Services

Level 2

- Human Growth and Development

Level 3

Level 4

- Practicum in Human Services

Postsecondary Opportunities

Associates Degrees

- Nutrition Sciences
- Community Health Services/Liaison/Counseling
- Health and Wellness, General
- Public Health

Bachelor's Degrees

- Nutrition Sciences
- Mental Health Counseling/Counselor
- Nutrition
- Human Nutrition and Foods

Master's, Doctoral, and Professional Degrees

- Nutrition Sciences
- Community Health and Preventative Medicine
- Nutrition
- Exercise and Sports Nutrition

Work-Based Learning and Expanded Learning Opportunities

Exploration Activities	Work-Based Learning Activities
<ul style="list-style-type: none">• Participate in American Association of Family and Consumer Sciences or the Family Career and Community Leaders of America	<ul style="list-style-type: none">• Job shadow a dietitian or nutritionist• Work part-time at a counseling services center, health department or hospital

Industry-Based Certifications

- Community Health Workers
- Pre-Professional Certification in Nutrition, Food, and Wellness

- Licensed Dietetic Technician*

*IBC Sunsetting 8/31/24



Aligned Occupations

Occupations	Median Wage	Annual Openings	% Growth
Community Health Workers	\$38,064	592	25%
Rehabilitation Counselors	\$43,930	586	23%
Mental Health Counselors	\$41,558	812	38%
Health Care Social Workers	\$55,515	1,583	35%

Successful completion of the Health and Wellness program of study will fulfill requirements of the Public Service endorsement. Revised – August 2022

Hospitality and Tourism Career Cluster

The Hospitality and Tourism Career Cluster focuses on the management, marketing, and operations of restaurants and other food/beverage services, lodging, attractions, recreation events, and travel-related services. Students acquire knowledge and skills focusing on communication, time management, and customer service that meet industry standards. Students will explore the history of the hospitality and tourism industry and examine characteristics needed for success.

Culinary Arts Statewide Program of Study



The Culinary Arts program of study introduces CTE learners to occupations and educational opportunities related to the planning, directing, or coordinating activities of a food and beverage organization or department. This program of study also explores opportunities involved in directing and participating in the preparation and cooking of food.

Secondary Courses for High School Credit

Level 1

- Introduction to Culinary Arts

Level 2

- Culinary Arts

Level 3

- Advanced Culinary Arts

Level 4

- Practicum in Culinary Arts

Postsecondary Opportunities

Associates Degrees

- Hotel and Restaurant Management
- Restaurant Culinary and Catering Management
- Hospitality Administration/ Management, General
- Culinary Arts/ Chef Training

Bachelor's Degrees

- Hotel and Restaurant Management
- Food Service Systems Administration/ Management
- Hospitality Administration/ Management, General
- Culinary Science and Food Service Management

Master's, Doctoral, and Professional Degrees

- Hotel and Restaurant Management
- Food Service Systems Administration/ Management
- Hospitality Administration/ Management, General
- Business Administration Management, General

Work-Based Learning and Expanded Learning Opportunities

Exploration Activities

- Participate in Family, Career, and Community Leaders of America, SkillsUSA, American Culinary Federation, or the Texas Restaurant Association

Work-Based Learning Activities

- Plan a catering event or work for a catering company
- Participate in a cooking course
- Work in a restaurant

Industry-Based Certifications

- Certified Fundamentals Cook
- Certified Fundamentals Pastry Cook
- Certified Hospitality & Tourism Management Professional
- Commercial Foods
- Culinary Meat Selection & Cookery Certification
- Food Protection Manager Certification
- Food Safety & Science Certification
- ManageFirst Professional
- Pre-Professional Certification in Culinary Arts
- Pre-Professional Certification in Food Science Fundamentals
- ServSafe Manager

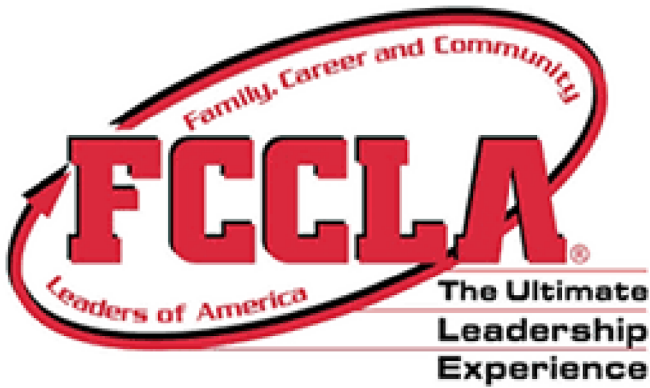


Aligned Occupations

Occupations	Median Wage	Annual Openings	% Growth
Food and Beverage Managers	\$55,619	1,561	28%
Chef and Head Cooks	\$43,285	1,366	25%
Food Science Technicians	\$34,382	236	11%

Successful completion of the Culinary Arts program of study will fulfill requirements of the Business and Industry endorsement. Revised – August 2022

CTE - Student Organizations



Family, Career and Community Leaders of America (FCCLA)

...for students interested in Family & Consumer Sciences

- National Chapter-<http://www.fcclainc.org/>
- Texas Chapter-<http://www.texasfccla.org/>



Future Farmers of America (FFA)

...for students interested in Agriculture careers

- National Chapter-<https://www.ffa.org/home>
- Texas Chapter-<https://www.texasffa.org/>



Skills USA

...for students interested in woodworking competition

- National Chapter - <http://www.skillsusa.org/>
- Texas Chapter - <http://www.skillsusatx.org/>

CTE Procedures

CTE Travel Procedures

Overnight Trips:

1. All travel requests must be submitted through Eduphoria.
2. Upon approval from administration you will need to contact the campus secretary to complete proper paperwork for hotels, meals, and travel expenses.
3. Complete Travel Checklist
4. Reimbursement for mileage is not approved unless a school vehicle is unavailable.

Student meals:

District policy will be followed. Money for meals will be issued to the advisor prior to trip. Money for meals will be issued from the school finance department. Plan in advance. Students will be allotted the following amount for overnight trips:

- Breakfast - \$6
- Lunch - \$8
- Dinner - \$10

Transportation for Practicums:

Students completing practicums or other courses that require students to travel to business partners during the school day will be transported via the school bus. The only exception is the 1st and 2nd periods or the 7th and 8th periods. The student must have a permission form on file and can only transport themselves to their practicum location. Teachers will complete the practicum bus route Google sheet and keep the sheet updated.

Site Visits for Practicum and Career Prep Classes:

Each student enrolled in a practicum or career prep class will receive a site visit every six weeks from the teacher who has been assigned to the course.

Transportation for Career Prep Classes:

Students completing career prep classes must have a job and work a minimum of 15 hours per week. These students will be responsible for their own transportation back and forth from work.

Purchase of Supplies or Equipment:

When purchasing supplies, you will be required to have approval from an administrator before a purchase order will be issued.

Industry Based Certification:

Students can earn multiple industry-based certifications aligned to programs of study. HISD will pay for one industry-based certification during a student's four years of high school. If a student passes and earns an IBC in high school, they will earn a performance acknowledgment for graduation. Teachers are responsible for updating the IBC spreadsheet as students earn their certifications.

Benefits of HHS Practicums and Career Preparation

(Cooperative On-the-Job Training)

For the student:

- Students have the opportunity for learning useful employment skills on real jobs under actual working conditions.
- Interest in classroom work is stimulated by the application of academic and job-related learning to job situations.
- As wage earners, students develop understanding, appreciation, and respect for work and workers.
- The ability to get and hold a job helps young people develop a mature and realistic concept of self.
- The transition from school to employment is made easier.
- The ability of the student to develop a post-high school plan for employment and continuing education is enhanced.

For the school:

- A school that conducts cooperative on-the-job training is able to extend educational opportunities that are beyond its own physical and financial resources.
- Interaction with training professionals outside the school is provided in the training of young people.
- Teachers, guidance counselors, and school administrators are provided with improved opportunities to keep in touch with changing employment conditions.
- Cooperative on-the-job training is a living demonstration of the concept that education is indeed a community-wide partnership.

For the community:

- The number of young people making a successful transition from school to work is increased, thereby adding to the number of economically productive members of society.
- A continuing pattern of school-community partnerships is developed.
- Cooperative on-the-job training helps improve the community's pattern of job stability by giving local students job skills and civic competence.

For the employer/training sponsor:

- Employers are assisted in analyzing jobs and developing training outlines.
- The private sector is provided with opportunities to take an active part in the education and career preparation of students in the local community.
- Students are prepared to work in their own localities, under the supervision and following the methods of a specific local employer.
- Classroom instruction gives student-learners a more thorough understanding of job-related theory and knowledge.

CTE Guest Speakers, Field Trips, and Fundraisers

Guest Speakers:

All persons not employed by the district and not here on official school business are required to register in the office and receive a Visitor's Pass.

All guest speakers will need to complete the district's volunteer form and background check form. The CTE teachers are responsible for ensuring these are completed at least one week in advance and turned in to Lorene Ownby at Central Office. The administration must approve all guest speakers.

Field Trips:

All field trips, including authorized UIL/CTE activities, must be approved by the administration. Teachers will utilize district forms in submitting their requests for field trips. The form must be submitted to the principal 30 days **before** the trip date. If the request is approved by the principal, the secretary will submit a request for transportation for an estimation of the cost for the trip. Standard district permission forms must be signed by a parent/guardian and on file with the sponsoring teacher before any student will be allowed to participate. No student shall be denied the opportunity to participate in a field trip due to his/her economic limitations.

Fundraisers:

The following procedures shall be followed when having a fundraiser:

1. The sponsor or students must schedule the date and type of fundraiser with the administration.
2. A fundraising application and financial recap form need to be filled out. This form has to be signed by the Principal/CTE Coordinator and the Business Manager before the fundraiser can begin. Forms may be picked up from Mrs. Hernandez.
3. All money must be turned in to Mrs. Hernandez on a daily basis. After the fundraiser is over, the financial recap section needs to be filled out by the sponsor and Mrs. Hernandez.

Forms

Travel Checklist

Advisor: _____ Group: _____

Purpose: _____

Location: _____

Dates: _____

Quick Check

- _____ Hotel & Registration Confirmations
- _____ Student Permission Forms & Itinerary
- _____ Sub, Lessons, Rosters, Emergency Folder
- _____ Group List to the office & Staff
- _____ Bus _____ Checks/Credit Card

Trip Request: _____

_____ Trip Request Form Completed: _____ Approved: _____

Dates Gone: _____ Leave time: _____ Return Time: _____

Event Name: _____ Website: _____

_____ Registration completed (ASAP): _____ Agenda Website: _____

_____ Registration Fee: Submit request at least 4 weeks in advance.

_____ Note # student rooms _____ # adult rooms _____ (include bus driver)

Hotel: website _____

_____ Reserve rooms: ASAP Arrival Day: _____ Departure Day: _____

_____ Note # student rooms _____ # adult rooms _____ (include bus driver)

_____ Check Request: submitted with Quote (city tax free) _____ Mailed or _____ Hand Delivered

Transportation: _____

_____ Complete Travel Request via Eduphoria: at least 2 weeks in advance.

Vehicles : _____ Drivers: _____

_____ Collect Keys a day in advance if leaving before 6am. _____ Gas Card Needed if Refueling needed

Meal Money: _____

_____ Check Requested: 2 weeks in advance

of students _____ # of adults _____ # days _____ (include bus driver)

Breakfast _____ # Lunch _____ # Supper _____ (only apply for the meals eaten off campus)

Communication: _____

_____ Make sure ALL Group members are passing classes before inviting them on the trip.

_____ Permission Forms Completed: 3 days in advance

_____ Itinerary completed and communicated: Admin, Dept Chair, Parents, Students, (3 days in advance)

_____ List: necessary luggage items, hotel info, advisor contact info, arrival and departure info, daily schedule, dress code expectations, and items to leave at home

_____ Medication: obtained from nurse/parent with proper paperwork signed by nurse/parent

_____ If credit card is needed, request and sign prior to leaving for trip. (best if done 1 day in advance)

_____ Submit Traveling Group List to the following: Attendance Clerk and teaching staff (2 days in advance)

before leaving update traveling group list via email ASAP for attendance purposes

Classroom: _____

_____ Sub Requested: at least a week in advance _____ Lesson Plans on desk

_____ Emergency Folder _____ Seating Charts

_____ Notify Dept Chair of absence

Final: Upon Return _____

_____ Turn in Credit Card with all receipts

_____ Turn in Hotel Receipts

_____ Separate teacher and student receipts

_____ Turn in Meal Money Receipts

_____ Turn in Reimbursement Requests

_____ Transportation: Turn in Keys, Gas Card, Transportation Form



Hillsboro

INDEPENDENT SCHOOL DISTRICT

Activities and Volunteer Program 2023-2024

You are required to fill out this two page form every year. This form is a requirement prior to attending school activities such as:

- class parties
- field trips
- field day
- grandparent's day
- classroom visits
- other special occasions

NAME _____ PHONE (_____) _____

ADDRESS _____

E-MAIL ADDRESS _____ (Please include if possible)

Please fill in the following information for all students in your family. You will only need to fill out ONE form.

Student's Name: _____ Teacher: _____ Campus: _____

Student's Name: _____ Teacher: _____ Campus: _____

Student's Name: _____ Teacher: _____ Campus: _____

Student's Name: _____ Teacher: _____ Campus: _____

CHECK ALL CATEGORIES AND CAMPUSES THAT APPLY:

	HES	HIS	HJHS	HHS
Attending-Parties/Field Trips				
Parent Volunteer				
Community Volunteer				
Hill College Volunteer				
Learn & Serve/Pals Volunteer				
Watch Dog				

Parents and Volunteers will enhance the quality of our school's education and make a stronger community.

Please direct any questions to Lorene Ownby- Lorene.Ownby@hillsboroisd.org or call 254-582-8585

CRIMINAL HISTORY RECORD INFORMATION REQUEST

PARENTS AND VOLUNTEERS 2023-2024

Confidential*

The Hillsboro Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment but will be used solely for the purpose of obtaining criminal history record information.

Please print.

Name _____
Last First Middle

Date of Birth _____

Driver's License _____
State and Number

Mailing Address _____
Street City State Zip

Sex: ☐ Male ☐ Female

Ethnicity: ☐ Asian/Pacific Islander ☐ Hispanic ☐ African American ☐ Caucasian

Signature _____

Date _____

CHECK APPLICABLE CATEGORY AND CAMPUS(ES):

	HES	HIS	HJHS	HHS
Attending-Parties/Field Trips				
Parent Volunteer				
Community Volunteer				
Hill College Volunteer				
Learn & Serve/Pals Volunteer				
Watch Dog				

FOR OFFICE USE ONLY:

CH SENT BY: _____

DATE: _____

*This form will be removed from the application and filed separately in the HR Office.

MEAL REIMBURSEMENT WORKSHEET 2023-2024

ATTACH TO TRAVEL EXPENSE CLAIM FORM

DAY LEAVING DATE & TIME LEFT A.M./P.M.	BREAKFAST \$9.00 MAX	LUNCH \$12.00 MAX	DINNER \$15.00 MAX	DAY LEAVING AMOUNT ALLOWED TOTAL
OVERNIGHT DATE	OVERNIGHT \$36.00 MAX:(for the date listed below, combined receipt amounts for overnight total up to \$36.00 maximum)			OVERNIGHT AMOUNT ALLOWED TOTAL MAX.\$36.00
DAY RETURNING DATE & TIME A.M./P.M.	BREAKFAST \$9.00 MAX	LUNCH \$12.00 MAX	DINNER \$15.00 MAX	DAY LEAVING AMOUNT ALLOWED TOTAL
			Final Total:	

MEALS: Employees may claim reimbursement for any meals that were reasonably necessary for the travel, subject to the maximum allowable rates. Reimbursements should not be claimed for meals when the employee had the opportunity to eat at a conference-provided meal, complimentary breakfast, or other provided meals.

TIPS: Tips which are not allowable as expenditures in federal grants may be charged to the district budget.

TRAVEL DOCUMENTATION: Travel costs must be properly documented to be reimbursable. The employee must request reimbursement for travel costs on a properly completed Employee Travel Expense Claim form.

Hillsboro Independent School District

Travel Expense Claim Form

Name of Claimant: _____ Campus: _____

DETAIL OF TRANSPORTATION

Date	From	To	Miles on Personal Car	Purpose of trip or Duties performed

Miles at \$ _____ per mile = \$ _____

DETAIL OF TRAVEL EXPENSE (WHEN AUTHORIZED)

*REQUIRED: MUST BE AT LEAST SIX CONSECUTIVE HOURS FROM ASSIGNED WORK LOCATION

Date	Room	*Meals	*Time Left	*Time Returned	Location and other details
TOTAL					

Total Amount Claimed \$ _____

ACCOUNT CODE:

Signature of Claimant

Signature of Principal/Supervisor

Signature of Superintendent

Field Trip Request Form

Activity: _____

Organization: _____

Date of Activity: _____

Sponsor's Signature: _____

Briefly describe the field trip:

Curriculum goal(s) which this activity supports:

Principal's Signature:

Date of Approval:

Background & Incentives

Background:

What is a program of study?

Programs of study are course sequences that prepare students with the knowledge and skills necessary for success in their chosen career. These sequences embed relevant, real world experiences and culminate in a postsecondary credential. Programs of study offered by a Local Education Agency (LEA) must be approved by the Texas Education Agency (TEA) per the Strengthening Career and Technical Education for the 21st Century Act (Perkins V).

What programs of study are currently offered at Hillsboro High School?

Agriculture, Construction, Culinary Arts, Health Science, Arts/ Audio Visual - Digital Communication and Graphic Design, Arts/ Audio Visual - Video Game Design, Education and Training, Business, Marketing and Finance, Manufacturing.

How will a concentrator be determined? A completer?

Concentrator: A student served by an LEA who has completed two or more courses for at least 2 credits in a single program of study.

Completer: A student served by an LEA who has completed 3 or more courses for 4 or more credits, including an advanced course (level 3 or level 4) within an approved program of study.

Hillsboro CTE Incentives:

Beginning the 2023-2024 school year, Hillsboro CTE will begin offering graduation cords to all CTE **program completers**. Cord colors represent their Programs of Study as follows:

	Agriculture, Food & Natural Resources - Green
	Architecture & Construction - Tan
	Arts, A/V Technology & Communication - White
	Business, Marketing & Finance - Mint
	Education & Training - Teal
	Health Science - Silver
	Hospitality & Tourism - Black
	Human Services - Pink / Peach
	Manufacturing - Antique Gold

Other Cords Awarded (per organizational requirements):

FCCLA - Red & White

FFA - Blue & Gold

Skills USA - Red & White

ESports - Orange