Highland Technical Center
High School Information

Hello from the staff of Highland Technical Center! Below is information we feel is important for high school students and parents to know. If you have questions about attending the Technical Center, please contact office at 785-442-6180 or hcctc@highlandcc.edu.
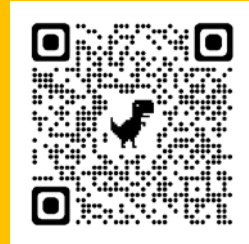
Orientation
New high school students and parents need to sign up for orientation

Below is the list of dates and times, please call, mail, or use the QR code to sign up. If you will not be able to attend please contact the Technical Center to make additional arrangements.

High school student and parent orientation

Aug. 3	Aug. 8	Aug. 10	Aug. 29	Aug. 31
6:00 PM	6:00 PM	6:00 PM	6:00 PM	6:00 PM

Attendance
Attendance is very important for graduation and job placement.

1. Daily attendance hours are recorded for all students. Below is a chart reflecting the attendance policy for half-time students.

	Verbal Warning Hrs. Missed	Written Warning Hrs. Missed	Student Withdrawal Hrs. Missed
Half-time student Hrs. is 3.12 hours a day	12 hrs. (4 days)	24 hrs. (8 days)	31 hrs. (10 days)

2. High School students attend half – day either in the morning or afternoon. The time HS students attend is determined by the high school. Technical Center schedule: Morning 8:00-11:07 and Afternoon 11:47-2:54.

3. The Technical Center and high school calendars are not always in sync. If the Technical Center is scheduled to have class, students are expected to attend (exception is snow days, if your high school is closed for a snow day you are not expected to attend). Your high school will let you know their policy on attendance requirements when HCCTC is not in session.

4. High school attendance is reported daily to each high school. Parent/guardians need to call the Technical Center if their student will be absent.

5. Students should not leave campus during break. If students need to leave early a parent/guardian needs to call the Technical Center office. Students must sign out in the office before leaving campus.
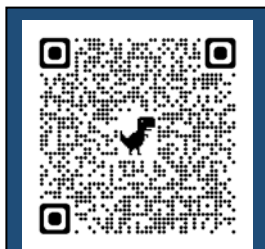
General Information

1. **Rules and Policies** - High school students are expected to follow all rules and policies in the HCC handbook as well as their high school rules. The HCCTC Campus is an extension of your high school. Proper cell phone and internet use is expected. HCC policies/handbook can be accessed on the website.

2. **Grades** reported to the high school are an average of the individual course grades. Students can access their individual grades by logging on to their Canvas account (see below). Please note it is possible for a student to fail an individual class but the grade average reported to the high school is passing. If you have questions or concerns throughout the year please contact Amy DuLac at adulac@highlandcc.edu

3. **Uniforms** – all high school students in the following program will be required to purchase uniforms: Auto Tech, Auto Collision, Diesel, HVAC, Construction Tech, and Electrical. Students in these programs will be required to wear uniforms daily and must purchase at least two t-shirts ($15 per t-shirt).

4. **You are a College Student!** It is important to know high school students are held to the same standards as the post-secondary students. With this comes the responsibility of time management. Some instructors give a list of lab projects that are due by the end of the semester. It is the student's responsibility to keep track of deadlines and not wait until the last minute to turn in projects.

5. **Tools**- High school students are not required to purchase tools but any tools students can bring to the program would be helpful. Tool lists for each program can be found on the Highland website (click locations and select Technical Center) or use the QR code below.
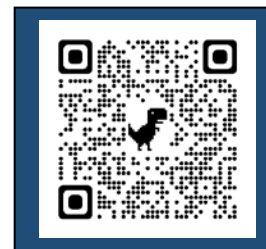

Resources

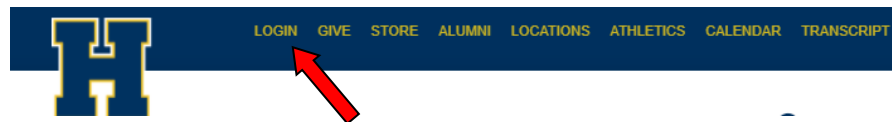| Technical Center Page | Calendar | Tuberculosis Questionnaire | Tool list | Student login (see info below) |

Student Login

Please try to login **prior to orientation**. Use the QR code above or go to the HCC website. If you are unable to login contact the IT office or email hcctc@highlandcc.edu.

1. Open HCC homepage at www.highlandcc.edu
2. Click Login at the top of the page
3. Enter Username email (lastname.firstname@highlandcc.edu) and password- Click Sign in
4. If you do not know your password complete the forgot password link or contact the IT helpdesk at 785-442-6060 or helpdesk@highlandcc.edu

Updated 7/13/2023

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