

INDEX

Career & Technical Education	1
Absence Codes	16
Academic Subjects	23
Academic Subjects–Course Descriptions	24
Adult Tech Program Opportunities	67
Articulation Agreements	35
Attendance	15
Calendar 2011–12	60
Career & Financial Management (CTE, Sequence Credit, Substitution of Foreign Language Requirement)	27
Career Pathways	33
Career and Technical Education (CTE) Diploma Endorsement	19
Center for Alternative Education (CAE)	63
Change in Student Status	14
Changing Courses	13
Cross Contract	3
Dates To Remember	61
Dual Enrollment	2
Education Expo	57
Educational Resource Websites	31
Employability Profile	10
Enrollment Information	12
Equal Opportunities for all Students	4
Equivalent Attendance Services	66
Grade Reporting	18
Grading	17
Home Instruction/Early Dismissal	32
Integrated Academics	26
Job Placement	10, 108
Leadership Organizations/Leadership Activities	59
Online High School	64
Program Sites	7
School Conduct and Discipline Policy	62
Sessions/Sites	5
Site Locations	6
Support Services	28
Substitution of Foreign Language Requirement	27
Surf Tech for 9th and 10th Graders	34
Tech Graduates	8
Tech Updates	71
Visiting	11
Work-Based Learning	58

Career Major Index

Program	Cluster	
Advertising/Graphic Design	Graphics /Media	79
Aircraft Technology	Transportation	97
Architectural Design/CAD	Construction	73
Audio Production	Graphics /Media	80
Auto Body Repair	Transportation	98

continued

Automotive Technology	Transportation	99
Aviation Science/Flight	Transportation	100
Carpentry	Construction	74
Certified Personal Trainer	Service	87
Computer Networking and Repair/ Technical Electronics	Technical	95
Computer Technology for Business	Technical	96
Construction Electricity	Construction	75
Cosmetology	Service	88
Culinary Arts.	Service	89
Early Childhood Education	Service	90
Equine Studies	Service	91
Fashion Merchandising/Design	Service	92
Heating/Ventilation/AC	Construction	76
Marine & Motor Sports Technology	Transportation	101
Medical Assisting	Health	83
Medical Laboratory	Health	84
Nurse Assisting	Health	85
Photography	Graphics/Media	81
Police Science and Law	Service	93
Professional Health Careers	Health	86
Veterinary Assisting	Service	94
Video Production	Graphics/Media	82
Welding	Construction	77

Smaller Class Size Programs for GCTE Students	103
CareerScope® Assessment Profile	106
Job Placement/Transition Services	108
Level 1, 2, 3, Assessments	105
Program Site	104
Support Services	28

Smaller Class Size Programs	
Career Exploration	109
Auto Maintenance	110
Building and Grounds/Maintenance	111
Building Trades	112
Cosmetology	113
Design and Production Technology	114
Electronic Manufacturing	115
Food Services	116
Life Skills	117
Office Skills	118
Printing	119
Retailing	120



Career & Technical Education

What is the purpose of Career & Technical Education?

The purpose of Career & Technical Education is to provide learning experiences in which all students become aware of a broad spectrum of careers, and develop skills that are adaptable to personal and career roles and for entry into employment, and to provide students so electing, learning experiences which will develop skills necessary to employment in specific career areas or postsecondary study thereof, thereby preparing students for life as productive members of society.

New York State Education Department

Availability of Career and Technical Education and Arts Sequences

All public school districts are required to offer students the opportunity to complete a three or five-unit sequence in Career and Technical Education and the Arts.

All public school districts must offer students the opportunity to begin an approved sequence in the arts in grade nine.

All public school districts are also required to provide students the opportunity to begin an approved Career and Technical Education sequence in grade nine. Only those Career and Technical Education sequences which have been approved by the Commissioner may be used to fulfill the

requirements for a diploma set forth in section 100.5 of the Regulations of the Commissioner of Education relating to general education and diploma requirements (July 2001).

For students first entering grade nine in 1985 and thereafter, each approved Career and Technical Education sequence shall include Career and Financial Management, to be offered at any point in the sequence.

For students first entering grade nine in 1988 and thereafter, approved sequences of three units of credit in a Career and Technical Education subject shall be so organized that they may be extended into approved sequences of five units of credit or more without loss of credit.

For students first entering grade nine in 1988 and thereafter, approved sequences of five units of credit or more in Career and Technical Education shall prepare students for both employment and postsecondary education, and shall be satisfactory to the Commissioner.

All public school districts shall offer students the opportunity to meet the learning standards in technology. Districts shall choose one or more options to meet this requirement, pursuant to section 100.5 of the Regulations of the Commissioner.



Dual Enrollment

Regulation Ed.L.2045 Non-resident attendance

If a pupil resides in a district wherein high school courses are offered, but no career and technical high school is available therein, or if career and technical high school courses are not available in the academic school or schools designed as herein provided, such pupil may select and attend any other academic school within the state in which career and technical courses are available, and the tuition charged, if any, in excess of the difference between the cost of educating such pupil and the apportionment of public moneys on account of the attendance of such pupil, is hereby declared a charge upon the district in which such pupil resides, except, however, the cost of transportation of such pupil need not be paid by such district.

Should a career and technical education course not be available in the school district of residence or local BOCES that district, in order to provide access to the career technical education program, **may** elect to contract with another district or board of cooperative educational services for instruction in that subject but must pay nonresident tuition.

Dual Enrollment of Students from Private Schools

Under Section 3602-c of Education Law students from a component district attending a private school must be provided the opportunity to participate in the Career & Technical Education programs and services available to students attending the component high schools. Such attendance is commonly referred to as “Dual Enrollment.” Dual enrollment provisions apply to programs

operated during the course of the school year and not to summer programs. Nonpublic school pupils are eligible to participate in public school summer programs in the school districts in which they live on the same basis as any other resident pupils.

In these instances the enrollment application is endorsed by both the private school (who will identify course and session) and the component district.

Attendance and grade reports are sent to the private school, with student appearing on the component district enrollment roster.

Transportation to the regional center for career and technical education is the responsibility of the students home district. The board of education must provide transportation between a nonpublic school and the site where the program is offered if the distance is more than one-fourth of a mile. The board may claim State aid for this transportation.


In order to arrange for participation in a career and technical education program, the parent of a nonpublic pupil must file a written request with the board of education of the district in which the pupil resides by June 1. The administrator of a nonpublic school may receive and forward the requests for the parents to the board of education. Requests should be filed as early as possible so that they can be considered by the board as plans are made and budgets written. Most school districts have this process under way by winter of the year preceding the year for which the request is made, though the legal deadline is June 1. Participation in a career and technical education program does not involve the payment of tuition by parents or pupils.



Cross Contract Information

Students from outside the Western Suffolk BOCES region may attend our career and technical programs, provided that their district superintendent submits a formal request for services, (see form). This is referred to as a cross contract in which there is a three step process:

1. The School Superintendent of the district requesting service contacts its local BOCES to request the service.
2. The district Superintendent of the district's BOCES signs the cross-contract form and forwards it to the BOCES which may provide the service.
3. The District Superintendent of BOCES willing to provide the service signs the cross contract form and distributes it to the School Superintendent of the district requesting the service and the district's local BOCES District Superintendent.

	Second Supervisory District – Suffolk County 507 Deer Park Road, Dix Hills, NY 11746 Phone: 631/549-4900 Fax: 631/423-1821	CROSS CONTRACT FOR BOCES SERVICES
PART I: To be completed by district requesting cross contract		
School District requesting service: _____ School year: _____		
Address: _____ Zip: _____		
Name of Service requested: _____ CO-SER # _____		
Name of Student (if applicable): _____ Option: _____		
Start Date: _____ End Date (if known): _____		
Potential BOCES Provider: _____ Estimated Cost: _____		
_____ Date _____		
School Superintendent Signature _____		
<u>FORWARD TO LOCAL BOCES DISTRICT SUPERINTENDENT</u>		
PART II: To be completed by local BOCES District Superintendent		
It is requested that cross-contract arrangements be made with _____ BOCES to provide the service listed above.		
_____ Date _____		
Local BOCES District Superintendent Signature _____		
Local BOCES name and address: _____		
_____ Zip: _____		
<u>FORWARD TO DISTRICT SUPERINTENDENT OF BOCES REQUESTED TO PROVIDE SERVICE</u>		
PART III: To be completed by BOCES District Superintendent providing cross-contracted service		
Service Title _____ CO-SER # _____		
Activity Code # _____ Estimated Charge: _____		
_____ Date: _____		
District Superintendent Signature of providing BOCES _____		
After approval, distribute completed and signed copies of this form to:		
White: Providing BOCES Canary: Providing BOCES Program Administrator Pink: Requesting School District Goldenrod: Local BOCES		
jj/12/04/02		



Equal Opportunities for all Students

Elimination of Sex Bias and Stereotyping in Career & Technical Education

The Career & Technical Education Division has established the following goals to insure equal opportunities for all students at both the secondary and adult levels.

- (a) Admissions policies will not prevent any students from entering a career and technical course because of gender or ethnicity.
- (b) All recruitment and counseling will provide information to all interested individuals and will not imply, directly or through omission, that certain careers are more appropriate for one sex than another.
- (c) All recruitment methods and materials will promote equal enrollment and discuss equal opportunities in all occupational courses.
- (d) All courses will strive to have a representative number of females or males in non-traditional female or male courses.

ASSURANCE OF COMPLIANCE WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 AND THE REGULATIONS ISSUED BY THE DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE IN IMPLEMENTATION THEREOF:

Admissions Policy:

The Career & Technical Education program will not:

1. Deny admission to any student on the basis of gender or give preference to students on the basis of gender through:

- (a) Ranking applicants separately on the basis of gender or ethnicity.
- (b) Applying numerical limitations on the proportion of students admitted by gender.
- (c) Using differential admissions criteria on the basis of gender, use of tests which have a disproportionate adverse affect on members of the opposite gender unless the use of such tests has shown that they will validly predict success in the program and no other tests are available.
2. Apply any rule concerning the actual or potential parental, family, or marital status of a student which treats persons differently on the basis of gender.
3. Make pre-admission inquiries as to the marital status of students. Also, no student will, on the basis of gender, be provided counseling service which:
 - (a) Differentiates by gender in career counseling.
 - (b) Differentiates by gender in individual counseling.
 - (c) Suggests the appropriateness of courses by gender.
 - (d) Provides counseling or testing instruments which require different treatment of results or separate classifications of occupations by gender.
 - (e) Provides materials that state or imply, directly or through omission, that certain academic, career, or personal choices are more appropriate for one gender than the other.
 - (f) Assigns members of the counseling staff solely on the basis of gender.



Sessions/Sites

AM/PM Sessions

Wilson Tech offers four primary sessions to meet the scheduling needs of its component high schools and students.

A.M. Session: 7:50 A.M. to 10:35 A.M. (early)

A.M. Session: 8:10 A.M. to 10:55 A.M. (late)

P.M. Session: 11:30 A.M. to 2:15 P.M. (early)

P.M. Session: 11:50 A.M. to 2:35 P.M. (late)

Wilson Tech offers morning and afternoon sessions for most programs. To meet the needs of local high schools, districts may select either an early start or late start. Tech students follow the schedule selected by their district.

All classes meet five days per week. Subject to change, based upon enrollment and student interest, not every program is offered in both the morning and afternoon sessions.

To accommodate the numbers of students enrolled in campuses with multiple programs, students are divided according to geographic locations.

Wilson Tech Program Sites

Central Campus - Dix Hills

667-6000 x385, Fax 623-4904

Ann Joseph, Principal

Assistant Principals:

Mark Campbell

Christopher Jackson

Advertising/Graphic Design	AM/PM
Architectural Design/CAD	AM/PM
Audio Production	AM/PM
Auto Body Repair	AM/PM
Automotive Technology	AM/PM
Carpentry	AM/PM
Computer Networking & Repair/ Technical Electronics	AM/PM
Computer Technology for Business	AM/PM
Construction Electricity	AM/PM
Cosmetology	AM/PM
Culinary Arts	AM/PM
Fashion Merchandising/Design	AM/PM
Heating/Vent/Air Conditioning	AM/PM
Medical Assisting	AM/PM
Medical Laboratory	AM/PM
Nurse Assisting	AM/PM
Photography	AM/PM
Professional Health Careers	AM/PM
Video Production	AM/PM
Welding	AM/PM

Equestrian Annex - Melville

Eileen Anetrella, Principal 754-2900

Equine Studies AM/PM

Manor Plains Campus - Huntington

754-2900, Fax 623-4909

Eileen Anetrella, Principal

Early Childhood Education AM/PM

Marine & Motor Sports Technology AM/PM

Police Science and Law AM/PM

Veterinary Assisting AM/PM

For Smaller Class Size Programs please see back of handbook.

Wilson Tech Aviation Facility Republic Airport - Farmingdale

Karen Bowden, Principal, 261-3600 x200,
Fax 623-4907

Dan Loughran, Asst. Principal, 752-1957,
Fax 623-4906

Aircraft Technology AM

Aviation Science/Flight AM/PM

Certified Personal Trainer AM/PM

Nurse Assisting AM/PM

Police Science and Law AM/PM

North Shore Campus - Northport

261-3600 x200, Fax 623-4907

Karen Bowden, Principal

Automotive Technology AM/PM

Cosmetology AM/PM

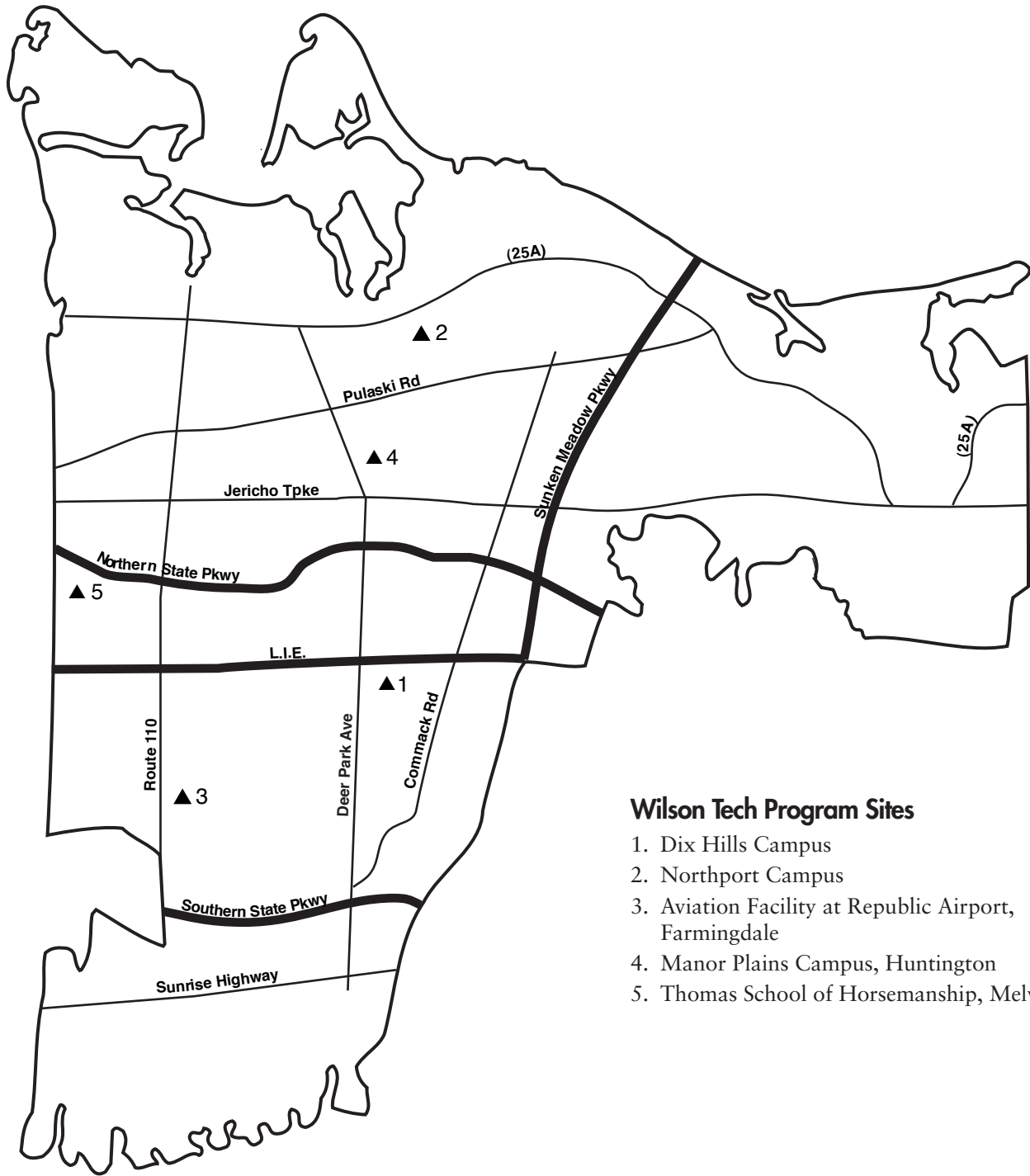
Nurse Assisting PM

Professional Health Careers AM

Diversified Career &
Technical Education AM/PM



Wilson Tech Site Locations



Wilson Tech Program Sites

1. Dix Hills Campus
2. Northport Campus
3. Aviation Facility at Republic Airport, Farmingdale
4. Manor Plains Campus, Huntington
5. Thomas School of Horsemanship, Melville

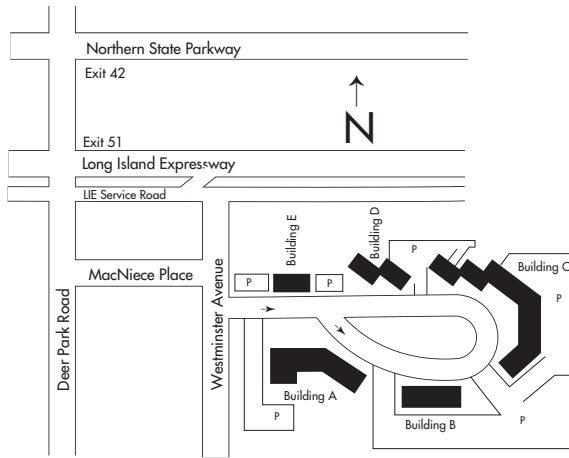


Wilson Tech Program Sites

Dix Hills Campus

17 Westminster Avenue
Dix Hills, NY 11746
631/667-6000, x385

- Advertising/Graphic Design
- Architectural Design/CAD
- Audio Production
- Auto Body Repair
- Automotive Technology
- Carpentry
- Computer Networking & Repair/
Technical Electronics
- Computer Technology for Business
- Construction Electricity
- Cosmetology
- Culinary Arts

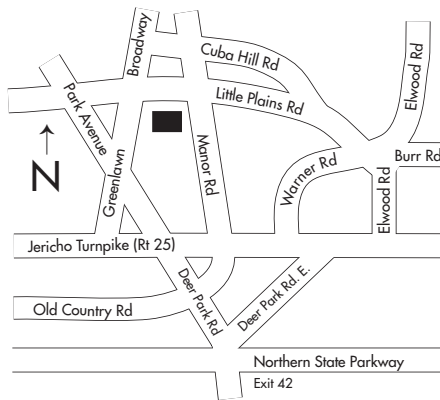


- Fashion Merchandising/Design
- Heating/Ventilation/Air Conditioning
- Medical Assisting
- Medical Laboratory
- Nurse Assisting
- Photography
- Professional Health Careers
- Video Production
- Welding

Manor Plains Campus

200 Little Plains Rd.
Huntington, NY 11743
631/754-2900

- Auto Maintenance*
- Building & Grounds/
Maintenance*
- Building Trades*
- Career Exploration*
- Cosmetology*
- Design & Production
Technology*
- Early Childhood
Education
- Electronic Manufacturing*
- Food Services*
- Life Skills*
- Marine & Motor Sports
Technology
- Office Skills*
- Police Science and Law

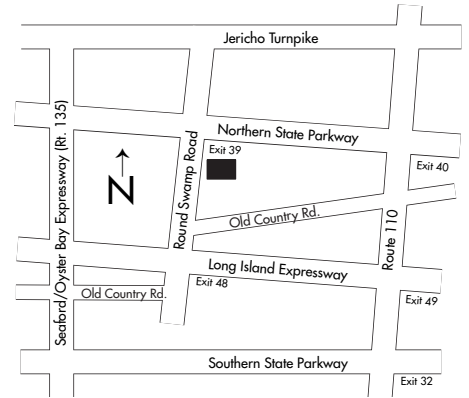


- Printing*
 - Retailing*
 - Veterinary Assisting
- * Smaller Class Size

Thomas School of Horsemanship

250 Round Swamp Road
Melville, NY 11747
631/754-2900

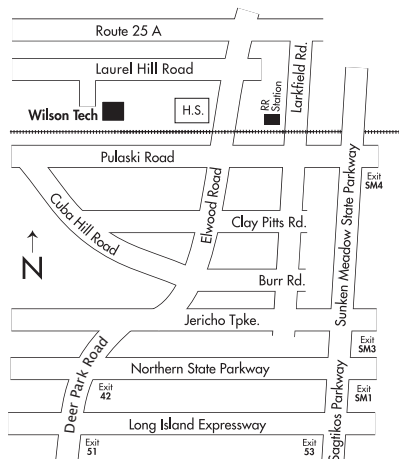
- Equine Studies



Northport Campus

152 Laurel Hill Rd.
Northport, NY 11768
631/261-3600

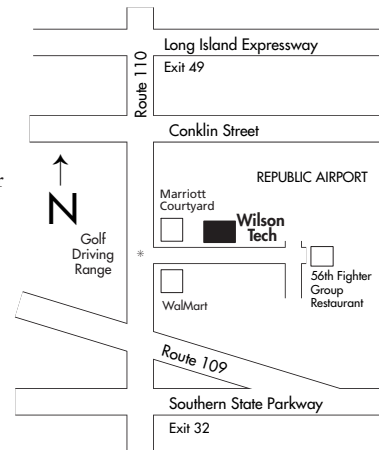
- Automotive Technology
- Cosmetology
- Nurse Assisting
- Professional Health Careers
- Diversified Career
& Technical Education



Aviation Facility at Republic Airport

7200 Republic Airport
Farmingdale
New York 11735
631/752-1957

- Aircraft Technology
- Aviation Science/Flight
- Certified Personal Trainer
- Nurse Assisting
- Police Science and Law

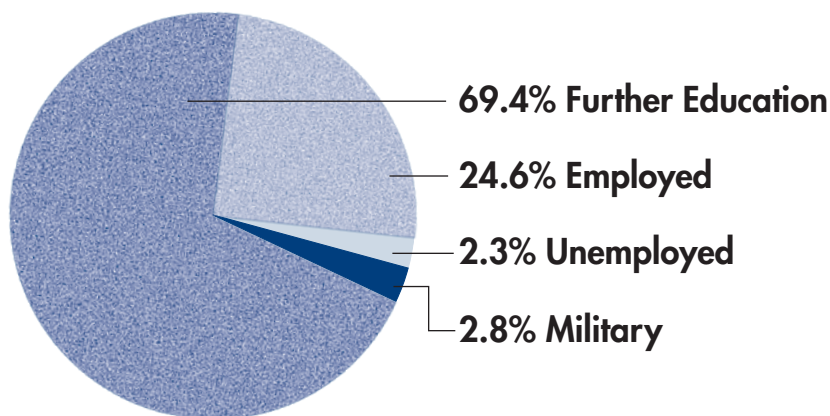




Tech Graduates

The Wilson Tech Placement Office actively follows our graduates to chart their success after graduation. Each year we publish a summary of what our recent grads are doing. Every effort is made to contact all our former students. We are very proud of our placement/employment record. **Note:** more than half of our graduates pursue higher education.

What Happened to the Class of 2010? (Percentages are based on responses of those surveyed.)



Programs	Percent Employed	Percent Further Education	Percent Military	Percent Unemployed
Construction Careers Carpentry, Construction Electricity, Drafting/Computer Aided (CAD), HVAC (Heating/Ventilation/Air Conditioning), Welding	33.3%	56.7%	3.3%	5%
Graphic & Media Arts Careers Advertising/Graphic Design, Photography, Video Production	19.4%	75%	1.4%	2.8%
Health Careers Medical Assisting, Medical Laboratory, Nurse Assisting, Professional Health Careers	23.7%	75.3%	1.1%	0%
Service Careers Computer Technology for Business, Certified Personal Trainer, Cosmetology, Culinary Arts, Early Childhood Education & Care, Equine Studies, Fashion Merchandising/Design, Police Science and Law, Veterinary Assistant	21.4%	73.1%	2.6%	1.6%
Technical Careers Computer Networking/Repair, Technical Electronics	13.5%	78.4%	0%	8.1%
Transportation Careers Aircraft Technology, Auto Body Repair, Automotive Technology, Aviation Science /Flight, Marine & Motor Sports Technology	36.3%	54.9%	6.2%	2.7%

Note: 0.9% of the Class of 2010 were unavailable or unable to work.



Tech Graduates (cont'd)

2010 Tech grads work here:

Allure in Amityville
 Astoria Federal
 Atlantic Toyota
 Audi
 Babylon Carriage House
 Babylon Honda
 Cactus Salon
 Calling All Kids
 Carillon Nursing Home
 Chipotle Grill
 Clerkstar Auto
 Copiague Library
 Enchante Salon
 Giovanni's
 Gurwin
 Hair Studio Babylon
 Huntington Head Start

Huntington Honda
 Huntington Hospital
 Huntington Public Library
 Huntington Town
 Intercounty Paving
 JC Penney
 King Kullen
 Lynch Wellness Clinic
 Massapequa Water District
 Newsday
 Orpheus Salon
 Petsmart
 Prime Time Childcare
 Queen of Rosary
 Robert Sparto MD
 Sears
 Security Dodge

St. Catherine's Hospital
 Stop and Shop
 Target Portrait Studio
 TGIF
 Theatrical Hair
 Top of the Line Plumbing
 Toys R Us
 US Air Force, Army, Coast
 Guard, Marines, Navy
 Vittorio's Amityville
 West Hills Animal Hospital
 West Suffolk Auto Body

2010 Tech grads enrolled in these colleges:

Adelphi University
 Briarcliffe College
 Buffalo State College
 College of St. Rose
 Culinary Institute of America
 CW Post
 DeVry
 Dowling College
 Embry Riddle
 Farmingdale State University
 Fashion Institute of Technology
 Five Towns College
 Florida Institute of Technology
 Gwinnett College

Herkimer County CC
 Hunter College
 Institute of Audio Research
 Iona College
 John Jay College
 Johnson & Wales
 Lincoln Tech-New England
 Millersburg College
 Molloy College
 Nassau County CC
 New England Institute of Tech.
 NYIT
 Pace University
 Pratt Institute

Queensborough CC
 Recording Engineering Inst.
 School of Visual Arts
 St. Johns University
 St. Joseph's College
 Suffolk County CC
 SUNY at Delhi, Morrisville, Old West-
 bury, Oswego, Purchase, Stony Brook
 Touro
 University of Bridgeport
 UTI-PA
 Vaughn College of Aeronautics
 Virginia State College
 Western Suffolk BOCES

Tech students win many scholarships for further study:

Wilson Tech can help students earn scholarships for post secondary education. Scholarships and amounts may vary from year to year. Here are just a few of the ones Tech typically awards. Other scholarships may also be available through individual colleges for successful Wilson Tech graduates.

- Frank Torre Memorial Scholarship
- Five Towns College
- New York Institute of Technology
- Thomas Delaney Memorial Scholarship Award
- ALIVE (Association of LI Vocational Educators)
- Dowling College
- Joseph McGuire Memorial Scholarship

- Steven Leeds Memorial Scholarship
- Babylon IDA
- Marion Vanderlaske Scholarship
- LI Association of Career & Technical Administrators
- LI Blood Services Scholar
- Donald Brooks Award
- Warner Eulau Scholarship
- Western Suffolk BOCES Faculty Association Scholarship
- ACTEA of NYS Scholarship
- SkillsUSA Leadership Scholarship
- Greater New York Auto Dealers Association
- Joseph Myers Scholarship



Job Placement

The Job Placement Office provides comprehensive services to students while they attend Tech, as well as anytime thereafter. After registering with the Job Placement Office, individuals are entitled to receive assistance with resume writing, cover letters, job leads, job search skills, and interviewing techniques. An active job bank enables Job Placement counselors to refer interested individuals, with appropriate skills, to prospective employers. Jobs are posted weekly and distributed to all the campuses for the most up-to-date job leads. To contact the Job Placement Office at Dix Hills, call 667-6000, x114/115. For the Job Placement Office for our smaller class size programs, call 757-9277. (See “Smaller Class Size” section for a more detailed description.)

The Employability Profile

The Employability Profile is a tool that provides future employers and post-secondary schools with information on demonstrated proficiencies and becomes part of the student's permanent record. See sample, Culinary Arts below.

WILSON TECH WILSON TECHNOLOGICAL CENTER
Progress and Employability Profile

page 1 of 2

Name _____ Date of Birth _____

Program CULINARY ARTS Teacher's Name _____

STUDENT WORK BASED EXPERIENCES/ACHIEVEMENTS
Student has participated in an off-site work-based experience: (Check all that apply)

1. Job shadowing	<input type="checkbox"/>	Student has participated in the following organizations: (Check all that apply)	
2. Internship	<input type="checkbox"/>	4. Skills USA	<input type="checkbox"/>
3. Career field trip	<input type="checkbox"/>	5. National Technical Honor Society	<input type="checkbox"/>
	<input type="checkbox"/>	6. Other _____	<input type="checkbox"/>

Student has received the following honors/scholarships: _____

CAREER RELATED ASSESSMENTS/CERTIFICATIONS

7. Work Study/Field Experience: Location _____
Location _____
Date _____ # Hours _____

8. Licensing /Certification Exam NOCTI – ACF Culinary
Score _____ Date Taken _____

SKILLS EVALUATION

PROFESSIONAL SKILLS
Qualities specific to employment

1. Arrives to class on time and prepared for lesson and assignments	Above Average	8. Utilizes good oral communication skills	Above Average	14. Observes dress code as stated in the student handbook.	Above Average
2. Handles the appropriate amount of assignments	Average	9. Utilizes good written communication skills	Average	15. Improved skill performance on an on going basis.	Average
3. Completes the assigned work on time	Below Average	10. Prepares work that is accurate, neat & organized.	Below Average	16. Demonstrates ability to communicate using specific terms.	Below Average
4. Works independently		11. Demonstrates ethics in the field of study.		17. Solves problems effectively & quickly.	
5. Takes initiative with assignments		12. Seeks help/assistance appropriately.		18. Utilizes correct software/tools for the job.	
6. Adapts to assignments and/or client changes		13. Demonstrates knowledge of utilization of class tools & equipment.		19. Reads & follows directions	
7. Responds to constructive criticism				20. Demonstrates respectfulness in interactions with peers & adults	

Student's Signature _____ Date _____ Teacher's Signature _____ Date _____

3/10 White: Student Records Tag: Student

WILSON TECH WILSON TECHNOLOGICAL CENTER
Progress and Employability Profile

page 2 of 2

Name _____ eMail Address _____

SKILLS EVALUATION

TECHNICAL SKILLS	Highly Skilled	Skilled	Average	Below Average	Needs Improvement
A. INTRODUCTION TO FOOD SERVICE					
1. Food history	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Menus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Culinary Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Kitchen management Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. SAFETY					
1. Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintenance Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. SANITATION MANAGEMENT					
1. Personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. HACCP procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Regional & National Food Handling codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Storeroom procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ware washing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. KNIFE SKILLS & BASIC PREPARATION					
1. Knife care and maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Traditional cuts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. MEAT EN PLACE					
1. Anatomic flavoring ingredients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Meat & Poultry identification & fabrication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Fish & shell fish identification & fabrication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Stock preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Soup preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Classic sauce preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Contemporary sauce preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. VEGETABLES & STARCHES					
1. Rice cookery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Pasta cookery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Legumes & grains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Potato cookery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Vegetable cookery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. PANTRY & GARDE-MANGER					
1. Salad preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Dressings / Marinades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Basic garnishing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cold & Hot hors d' oeuvres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Sandwich preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Food Decorating & Platter Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Charcuterie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. BAKING					
1. Baking ingredients & usage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Scaling & measuring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Mixing methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Pies preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cookie preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Yeast breads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Quick breads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Icings & basic cake decorating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pudding & fillings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. BREAKFAST COOKERY					
1. Egg Cookery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Pancakes & Waffles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Breakfast meats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Breakfast beverages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. French Toast & Crepes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. DRY-HEAT COOKING TECHNIQUES WITHOUT FATS					
1. Roasting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Broiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Grilling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. DRY-HEAT COOKING TECHNIQUES WITH FATS					
1. Sauteing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Pan-frying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Stir-frying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Deep-frying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. MOIST-HEAT COOKING TECHNIQUES					
1. Shallow Poaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Poaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Steaming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. En Papilote	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. COMBINATION COOKING TECHNIQUES					
1. Braising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Stewing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. REGIONAL AMERICAN CUISINE					
1. Northeastern & Mid Atlantic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Mid West & Northwest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Southern & Southwest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Pacific Coast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cajun & Creole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. INTERNATIONAL CUISINE					
1. Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. European	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. DINING ROOM					
1. Table setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Table Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. buffet Set-up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Enrollment Information

How to Apply to Wilson Tech

When the decision is made that a student will enroll at Tech, an application form (see below) must be completed and signed by the student, counselor, parent/guardian and school nurse. All enrollment applications must be forwarded to the Assistant Director's office for processing. No student can be enrolled in a program unless this application process has been completed.

WILSON TECH Student Application

Send completed application electronically or mail to:
 Wilson Tech Admissions
 17 Westminister Ave.
 Dix Hills, NY 11746
 631.667.4000, 4300
 FAX: 631.923-4849

Program Requested _____ School Year _____ / _____

CHECK Student Classification: Select one
 (CTE) Career & Technical Education
 (GCTE) General Career & Technical Education
 (DCTE) Diversified Career & Technical Education

CHECK Sessions: Select one
 AM PM

Student Last Name _____ First Name _____ MI _____

Address _____ Town _____ Zip _____

Student's email Address _____ Area Code _____ Home Phone _____ Area Code _____ Emergency Phone _____ Area Code _____ Parent's/Guardian's Cell Phone _____

Area Code _____ Student's Cell Phone _____ Date of Birth _____ Gender _____ Name of High School _____ Anticipated Graduation Year _____

Parent/Guardian's Cell Name _____ Parent/Guardian's First Name _____

CHECK Diploma Type: Advanced Regents Regents Local EP GD

If applicable, please complete:
 CHECK Testing Modifications as designated on current (EP)504 Plan. (Submit current (EP)504/IEP/Psychological Report(s) to Assistant Director's office, above)

Available to CTE/GCTE students in all programs:
 Questions Read & Explained
 Extended Time
 Questions Read
 Separate Location
 Use of Calculator

Available to GCTE students only in all programs:
 Additional Examples Provided
 Answers Recorded
 Answer Device
 Bubble Large Print
 Define Spelling, Punctuation & Paragraph Requirements
 Entire Test Read
 Extended Time with/without
 Permitted to Write in Text Booklet
 Questions Proctored
 Simplified Test Format
 Test Directions Revised
 Other

CHECK if the student has any academic, physical or other limitations e.g., allergies, or requirements that may preclude full participation in his/her Career & Technical Education program. Please append description and supplementary information.

PARENT/GUARDIAN STATEMENT OF ENDORSEMENT
 By my signature below, I endorse my son/daughter's application to the Career & Technical Education program at Wilson Tech. I am aware that he/she will attend one-half day in my district high school, and one-half day at Wilson Tech. My permission is granted for him/her to participate in all laboratory and shop activities assigned. I pledge my cooperation with the home high school and Wilson Tech to insure a positive attendance record and participation. Credits earned in Career & Technical Education at Wilson Tech will be applied to graduation requirements from your home high school. Transportation to and from Wilson Tech is provided for all students.

Student Signature _____ Date _____ Parent/Guardian Signature _____ Date _____
 Home School Counselor Signature _____ Date _____ School Nurse Signature _____ Date _____

FOR ELECTRONIC SUBMISSION I understand that the above student has permission from his/her home school district to attend Tech and all requisite signatures above are on file in the home school district.

When/Where: Wilson Tech _____ (ask: Bevan (Home school counselor))
 At: Wilson Tech to receive a technical education diploma if deemed sufficient.

The Student Application form is available as an electronically submitted online form.

Returning Student Enrollment

Most students attend programs at Wilson Tech for both their junior and senior years of high school. The home school liaison counselor will receive a roster of all currently enrolled students in March. The instructions accompanying the list requests that it be reviewed noting returning students and AM/PM sessions. Any changes in a Tech program can be entered on the list as well. This list is crucial for determining student enrollment and class size for the following year. Counselors are asked to review the list carefully for accuracy and return it in a timely manner. The revised list is submitted to the Assistant Director's office as soon as possible.

Wilson Tech Tuition Formula

District commitments to Wilson Tech are determined at the close of each November billing period. The final commitment is provided to your superintendent in December. The formula used to determine the annual commitment is as follows:

- The two years' average enrollment of the November billing will be utilized to establish each individual district's annual commitment, (ex. November 2009 and November 2010).
- Districts exceeding this average may send additional students for any vacant seat in a Career and Technical Education program without any additional charge.

If you have any questions or desire further information, you may contact the Office of the Assistant Director of Career and Technical Education at: 667-6000 ext. 300.



Changing Courses

How to Change Courses

From time to time, Tech students request course changes. Every attempt is made to counsel the student to determine if the request is in the student's best interest.

Students contemplating a change in program often ask to sit in on another course. A Permission to Visit form must be endorsed by the parent/guardian and home school before the student may sit in on another course.

When a change is requested, the student must have the course/change form (see below) signed by the school counselor and parent, and returned to the guidance counselor at the Tech campus the student is visiting/changing to. In order to meet CTE sequence requirements, program changes should be completed as early in the school year as possible. The later the change is made, the more difficult it will be for the student to integrate into the program.

WILSON TECH **Permission to Visit** 17 Westminister Ave.
Dix Hills, NY 11746
631/667-6000, x300

Date: _____

From: Tech Counselor _____ Campus, Bldg. _____ Telephone, ext. _____

I (student name) _____ now attending Wilson Tech in the _____ program, _____ session, at the _____ campus, would like to visit the _____ program _____ session, at the _____ campus.

Parent/Guardian Signature _____ Date _____

Home School Counselor Signature _____ Date _____

Name of Home School _____

Student Instructions

1. Before visiting a new Tech program, bring this signed form to Guidance first and meet with:

Tech Counselor _____ Campus, Bldg. _____ Telephone, ext. _____

2. Do not return to the program you visited without speaking to a Wilson Tech Guidance Counselor first.

White: Return to Wilson Tech guidance counselor when signed
Yellow: Retained by Tech guidance counselor
Pink: Copy to home school guidance counselor

Wilson Tech is the career & technical education division of Western Suffolk BOCES. 1/09

WILSON TECH **Permission to Change** 17 Westminister Ave.
Dix Hills, NY 11746
631/667-6000, x300

Date: _____

From: Tech Counselor _____ Campus, Bldg. _____ Telephone, ext. _____

Student Name _____ has permission to change from _____ Tech program to _____ Tech program.

Parent/Guardian Signature _____ Date _____

Home School Counselor Signature _____ Date _____

Name of Home School _____

Student Instructions

1. Before attending a new Tech program, bring this signed form to Guidance first and meet with:

Tech Counselor _____ Campus, Bldg. _____ Telephone, ext. _____

White: Return to Wilson Tech guidance counselor when signed
Yellow: Retained by Tech guidance counselor
Pink: Copy to home school guidance counselor

Wilson Tech is the career & technical education division of Western Suffolk BOCES. 1/09




Change in Student Status

Occasionally students will be withdrawn from Wilson Tech. There may be a change in the student's academic schedule, or the student may move out of the home school district. If a student feels his/her current Tech program is not meeting his/her needs, the Wilson Tech Counselor will meet with the student to explore such options as program change or a session change. The Tech Counselor will also contact the student's counselor at the high school to discuss any other services or professional development initiatives. Most

students are successfully placed in a new program or session. If a student must be dropped from Wilson Tech, the home school counselor must complete the Change in Student Status Form, (see below), and submit it to the Assistant Divisional Director's office.

By policy of the Board of Cooperative Educational Services, no student can be deleted from a BOCES service without formal written notification from the district of residence.



Division of Career & Technical Education
Report of Change in Student Status

CTE GCTE
Wilson Tech Admissions
17 Westminster Ave.
Dix Hills, NY 11746
631/667-6000, x300
FAX 631/623-4949
www.wilsontech.org

HOME HIGH SCHOOL: _____

COUNSELOR: _____ TODAY'S DATE: _____

_____ is enrolled in _____ Tech Program

at _____ campus at Wilson Tech. After due deliberation regarding sequence and graduation requirements by our counseling staff, the following has been decided as of _____ (effective date):

DROPPED FROM TECH PROGRAM DUE TO:

<input type="checkbox"/> Moved to _____ (M)	<input type="checkbox"/> Home School Attendance. (S)
<input type="checkbox"/> Academic scheduling conflict. (A)	<input type="checkbox"/> Discipline. (J)
<input type="checkbox"/> Home School graduated. (G)	<input type="checkbox"/> Insufficient motivation. (I)
<input type="checkbox"/> Change in academic plans. (C)	<input type="checkbox"/> Left school/ Dropout. (L)
<input type="checkbox"/> Working. (V)	<input type="checkbox"/> Failing Tech grades. (K)
<input type="checkbox"/> Wilson Tech attendance. (Y)	<input type="checkbox"/> Medical. (U)
<input type="checkbox"/> Other _____	

<p>ACADEMIC SUBJECT WITHDRAWAL</p> <p>Subject _____</p> <p>Subject _____</p> <p>Subject _____</p>	<p>IF WITHDRAWAL OF AN ACADEMIC SUBJECT IS DUE TO PASSING A STATE ASSESSMENT, PLEASE INDICATE THE GRADE.</p> <p>Grade _____</p> <p>Grade _____</p> <p>Grade _____</p>
--	--

STUDENT STATUS CHANGE

Student status changed from CTE to GCTE. (Z)

Student status changed from GCTE to CTE. (R)

Parent Signature

Home School Guidance Signature

Student Signature

8/10 White: Wilson Tech File Yellow: Wilson Tech PPS File Pink: Home School File/Retain

Wilson Tech is the career and technical education program of Western Suffolk BOCES

The Report of Change in Student Status form is available as an electronically submitted online form.



Attendance

Wilson Tech Attendance Policy For Award of Certificate of Completion

The Wilson Tech Certificate of Completion indicates that a student has met Tech’s attendance and academic requirements in a particular program. Research has shown that a positive record of program attendance relates directly to success in the workplace.

In addition to the requirement that students receive a passing final grade in their Tech programs, students must also maintain a record of attendance reflecting at least 90% of the scheduled instructional days in a school year to receive a Certificate of Completion from Wilson Tech.

The awarding of certificates to students exceeding 90% attendance due to extenuating circumstances, will be limited to students with no less

than 85% attendance. Districts may request in writing that a student with extenuating circumstances receives a certificate of completion.

Extended Absences

If a student is expected to be absent for an extended period of time, the district should notify Tech. Arrangements can then be made for home instruction. (See “Home Instruction”, pg 32.)

Attendance Reports

Daily, weekly and year-to-date reports are available on our password protected guidance counselors’ website, www.wilsontech.org.





Absence Codes

Absence Codes

The table below provides the codes assigned to weight absences from Wilson Tech. Please note that students who are more than 10 minutes late (tardy) to class are charged .25 absence. Counselors are advised to send in a note if a student will be on an academic field trip or is being held back at the home school. In that way the absence can be accurately weighted and not affect the student's certificate status.

Absence Reason	Absence Weight
A = Absent	1
B = Bus (bus problem)	0
C = Cut Class	1
D = Sent Home (nurse)	.5
E = Excused	0
F = Field Trip	0
G = Home Tutoring	0
H = Academic Field Trip	0
I = In-School Suspension	0
J = Home School ISS	0
L = Legal	0
M = Make Up	0
N = Suspension	1
P = Visited Other Class	0
Q = End of Year (EOY) unweighted absence	0
R = Release to Parent	.5
S = Home School Closed	0
U = Home School Excused	0
V = SkillsUSA/Youth Leadership	0
W = Work Study approved by the district	0
X = Suspension Makeup	0
Y = Tardy (10 minutes or more)	.25
Z = Home School Request	0



Grading

Policy on Low Grade

No student's grade will reflect an average of less than 50%.

Other Grades

- INC - Incomplete—Grade will be adjusted within three (3) weeks. INC's may not be recorded for the 4th quarter.
- NG - No Grade—No grade will not be computed in final grade. To be used if student is sick or in hospital with a doctor's note or, if a student entered the program too late to be given a grade or an incomplete.
- NF - No Final—Student did not take final exam. Will be entered as a score of 1.
- P - Pass
- F - Fail
- NA - Non-Attendance— Will be entered as a score of 1.

Grades for Integrated Academic Courses

Grades for students enrolled in integrated academics will be reported quarterly along with the Tech grade. The class will be listed separately on the report card and the grade will be the same as the student's Tech grade, with the exception of English 12. (The requirement of a research paper as a final exam will deviate from Tech grades after Quarter 4.)



Grade Reporting

Interim Reports

Interim reports are sent out at the mid-point of each marking period to document student progress in class. Interim reports are sent to student homes as well as to the home schools. Interim comments currently used are as follows:

Comment Description

- Outstanding effort
- A pleasure to have in class
- Works well independently
- Good attitude/cooperative
- Exhibits leadership qualities
- Shows willingness to learn
- Participates in classroom discussion
- Shows interest in class activities
- Accepts responsibility
- Improvement shown this quarter
- Positive work habits
- Performs well in lab activities
- Recently enrolled in class
- Recently transferred to class
- Satisfactory progress
- Scheduled for GED exam
- Awaiting GED exam results
- Passed GED
- Home Instruction
- Quarter attendance improved
- Work Study
- Finding coursework difficult
- Improved participation needed
- Inconsistent work habits
- Unprepared for class
- Classroom attention inadequate
- Neglects to make up missed work
- Uncooperative in class
- Decline in performance
- Work needs improvement
- Assignments incomplete
- Must improve independent work
- Must improve clinical lab work
- Attitude needs improvement
- Not working to potential
- Resists academic integration
- Failing quiz/test/project
- Missing quiz/test/project
- Failed GED exam
- Quarter failure possible
- Course failure possible

- Certificate in jeopardy
- Meets goals when present
- Frequently late to class
- Attendance needs improvement
- Excessive cumulative absences
- Call teacher for conference
- Missing homework
- Repeated electronic device violation

Tentative reporting dates for the Interim Reports for 2011–2012 are:

October 7, 2011

December 12, 2011

February 16, 2012

May 4, 2012

Quarterly Grades

Wilson Tech's quarterly grades are reported to both parents and school districts in accordance with an annual calendar established in cooperation with our districts.

Tentative grade reporting dates for 2011–2012 are:

November 10, 2011

January 20, 2012

March 23, 2012

June 15, 2012

Grade Reports

Grade reports include a numerical grade, anecdotal comments, and a summary of student absences for the quarter are available on our password protected guidance counselor's website, www.wilsontech.org.



Career and Technical Education (CTE) Diploma Endorsement

Requirements for CTE Endorsement on a High School Diploma

Wilson Tech is proud to be the first Career/Technical program in the state to offer the Career and Technical Endorsement for our eligible programs. For students completing their two year Tech sequence in 2003 and thereafter, the Technical Diploma endorsement is available in all of our mainstream programs.

In order to earn Career and Technical Diploma Endorsement (a gold seal that affixes to the high school diploma), students will:

- be eligible for a Regents Diploma
- successfully complete a two year Tech program
- have no more than 36 absences within two years
- complete 1/2 credit in Career and Financial Management
- pass a certification exam in their program

Assessments for CTE Endorsement on a High School Diploma

Fees for the certification exams are imbedded in the Tech tuition. There is no additional charge to the district or student.

These assessments are administered during May of the student's senior year. Scores on these exams are not included in determining the students Tech grade.

Students will be notified by their Tech teacher and via mail of their eligibility to sit for the certification exam. High school counselors will be given a list of the students who are eligible to take the certification exam. Once the exam is administered, results will be reported to the district as soon as possible. Please note that students must also take the final exam for their Tech program.

CTE Endorsement Seal

If a student has earned a CTE Endorsement, the seal will be forwarded to the high school where it will be affixed to the diploma. Please note the endorsement seal is “peel and stick” and is easily applied to the lower left portion of the diploma.



CTE Endorsement Seal



Career and Technical Education (CTE) Diploma Endorsement (cont'd)

The Board of Regents has adopted amendments to Part 100 regarding requirements for the Career and Technical Education Endorsement on a student's high school diploma. In addition to passing their class, students must satisfy the Wilson Tech attendance policy, successfully complete Career and Financial Management and pass a certification exam in their program and be

eligible for a Regents/Local Diploma.

Look for this logo to denote courses that offer CTE endorsement. The following is a list of the current certification exams being offered to Wilson Tech students.



WILSON TECH COURSE	CURRICULUM CERTIFICATION	CERTIFICATION EXAM/STANDARDIZED ASSESSMENT
Advertising/Graphic Design	ADOBE Certified Expert	Nat'l Occupational Competency Testing Exam (NOCTI) - Advertising and Design Exam
Architectural Design/CAD	American Drafting Design Associates (ADDA)	ADDA Architectural Exam Nat'l Occupational Competency Testing Exam (NOCTI) - Architectural Drafting
Audio Production	InfoComm International	Nat'l Occupational Competency Testing Exam (NOCTI) - Audio-Visual Communications
Auto Body	Nat'l Automotive Technical Education Foundation (NATEF)	Nat'l Occupational Competency Testing Exam (NOCTI) - Collision Repair Assessment
Automotive Technology	Nat'l Automotive Technical Education Foundation (NATEF)	Nat'l Automotive Student Skills Standards Assessment - Automobile Service
Aviation Science/Flight	Federal Aviation Administration (FAA)	Federal Aviation Administration (FAA) Private Pilot Written Knowledge Exam (PPWKE)
Aircraft Technology	Federal Aviation Administration (FAA)	Federal Aviation Administration (FAA) General Qualification Exam
Carpentry	Association of General Contractors (AGC)	Nat'l Center for Construction and Education Research (NCCER) - Carpentry Exam
Certified Personal Trainer	National Commission for Certifying Agencies (NCCA)	National Council on Strength and Fitness (NCSF)-Personal Trainer



Career and Technical Education (CTE) Diploma Endorsement (cont'd)

WILSON TECH COURSE	CURRICULUM CERTIFICATION	CERTIFICATION EXAM/STANDARDIZED ASSESSMENT
Computer Networking and Repair/Technical Electronics	Cisco Systems and International Society of Certified Electronics Technicians–CompTia	COMPTIA Networking+ Certification Exam
Computer Technology for Business	Certified Internet Web Professional Microsoft Office Specialist	Prosoft (Pearson Vue) - Certified Internet Webmaster - CIW Associate Exam Microsoft Office Specialist Exam (MOS)
Construction Electricity	Nat'l Center for Construction and Education Research (NCCER)	National Center for Construction and Education Research (NCCER) - Electrical Exam
Cosmetology	NYS Department of State	Nat'l Occupational Competency Testing Exam (NOCTI) - Cosmetology
Culinary Arts	American Culinary Federation, NYS Restaurant Association Educational Foundation (NRA–ProStart)	Nat'l Occupational Competency Testing Exam (NOCTI) - ACF Certification
Early Childhood Education	Nat'l Accreditation Commission for Early Care and Education (NACCP)	Nat'l Occupational Competency Testing Exam (NOCTI) - Early Childhood Care/ Education Exam
Equine Studies	Certified Horseman's Association (CHA)	CHA Advanced Level IV Horsemanship Exam
Fashion Merchandising/ Design	Nat'l Association of Family and Consumer Sciences Education	Nat'l Occupational Competency Testing Exam (NOCTI) - Clothing and Textiles Assessment Exam
Heating/Ventilation/Air Conditioning (HVAC)	Nat'l Center for Construction and Education Research (NCCER)	Nat'l Center for Construction and Education Research (NCCER) -HVAC Exam
Marine & Motor Sports Technology	Equipment and Engine Training Council (EETC) - Outdoor Power Equipment & Engine Service Association	2 Cycle Engine Test and 4 cycle Engine Test
Medical Assisting	American Association of Medical Assistance (AAMA)	National Center for Competency Testing Exam (NCCT)–Medical Assisting
Medical Laboratory	United Clinical Laboratory Practitioners; American Association of Medical Technologists	National Center for Competency Testing Exam (NCCT)–Phlebotomy Technician



Career and Technical Education (CTE) Diploma Endorsement (cont'd)

WILSON TECH COURSE	CURRICULUM CERTIFICATION	CERTIFICATION EXAM/STANDARDIZED ASSESSMENT
Nurse Assisting	NYS Department of Health	NYS Nurse Aide Competency Exam Nurse Assisting Certification Exam (CNA)
Police Science and Law	NYS Security Guard; American Red Cross in Adult, Child and Infant CPR, First Responder	Nat'l Occupational Competency Testing Exam (NOCTI) - Criminal Justice, Law Enforcement
Professional Photography	Media West	SkillsUSA Workforce Ready System-Photography
Professional Health Careers	NYS Department of Health	NYS Nurse Aide Competency Exam Nurse Assisting Certification Exam (CNA)
Veterinary Assisting	National Association of Veterinary Technicians in America	Animal Care Training (ACT) Exam
Video Production	InfoComm International	SkillsUSA Workforce Ready System-Television Video Production
Welding	American Welding Society	Nat'l Occupational Competency Testing Exam (NOCTI) - Welding

Academic Subjects—Course Descriptions

English

English 12, Technical Writing/Communication, 1 credit, research paper required as final exam (see Integrated Programs chart)

This ELA course focuses on four key areas: Listening and Writing (for information and understanding), Reading and Writing (for information and understanding), Comparing and Contrasting (for understanding and criticism), and Technological Expression (for meaning and understanding). Students use professional manuals as well as trade/technical articles along with academic texts to improve writing and communication skills. Students must submit a 10 page research paper that is used as a final exam grade. Students also develop basic computer knowledge enhancing Internet research and writing skills. A certified English teacher meets with students and Tech teachers throughout the year to facilitate the process of writing a research paper pertinent to each student's Tech selection.

ENGLISH LANGUAGE ARTS/REGENTS PREP (½ credit) offers students Regents preparation, additional support for their classes or time/credit needed for meeting academic requirements.

Social Studies

Participation in Government/Economics, ½ credit each (see Integrated Programs chart)

In the Government portion, students acquire knowledge of how public policy is formed, implemented and evaluated. Students learn how citizens can directly or indirectly interact with the public policy development process, and they acquire the skills necessary to participate effectively in a democratic society.

The economics portion provides students with knowledge and skills that will enable them to function as informed and economically literate citizens in our society.

REGENTS PREP, including GLOBAL HISTORY & GEOGRAPHY and U.S. HISTORY & GOVERNMENT (½ credit each)

Provides students with Regents preparation, additional support for their classes or time/credit needed for meeting academic requirements.

RCT Preparation (non-credit) for GCTE students is available in: Reading, Writing, Math, Science, Global Studies, and U.S. History and Government.

Mathematics

Applied Math, 1 credit (pull-out)

Applied Math offers students the opportunity to learn about the realistic application of fundamental mathematical concepts. This course includes the 5-content strands of: Number Sense and Operations, Algebra, Geometry, Measurement, Statistics and Probability.

Technical Math, 1 credit (see Integrated Programs chart)

Technical Math is offered at the commencement level and is integrated within select Tech programs. A certified math teacher works closely with the Tech teacher to push-in math concepts. Students learn about Technical Math within the context of school, work, home, society and environment. For example, cosmetology students may learn about geometric concepts as they perform angular hair cuts.

REGENTS PREP, including ALGEBRA, ALGEBRA 2/ TRIGONOMETRY, GEOMETRY (½ credit each) Provides students with Regents preparation, additional support for their classes or time/credit needed for meeting academic requirements.

Science

Applied Science, 1 credit, Life Science (pull-out)

Emphasis is placed upon the realistic application of fundamental life science concepts. Coursework includes topics in the areas of: Community of Life, Natural Resource, Nutrition, Waste Management, Continuity of Life, Disease and Wellness, and Animal Life Processes.

Technical Science, 1 credit, Physical Science, (see Integrated Programs chart)

Technical Science is offered at the commencement level and is integrated within approved Tech programs. A certified Science teacher works closely with the Tech teacher to push-in physical science concepts. Students learn about Physical Science within the context of school, work, home, society and environment.

REGENTS PREP, including THE LIVING ENVIRONMENT, PHYSICAL SETTING/EARTH SCIENCE, and PHYSICAL SETTING/CHEMISTRY (½ credit each)

Provides students with Regents preparation, additional support for their classes or time/credit needed for meeting academic requirements.

Health/Parenting

Health/Parenting, ½ credit, satisfies diploma requirements for Health/Parenting (see Integrated Programs chart)

Topics in Health/ Parenting include: Mental health, stress, drugs, alcohol, tobacco, nutrition, family life, human sexuality, sexually transmitted diseases and HIV/AIDS.

Art

Art, 1 credit, (see Integrated Programs chart), satisfies diploma requirements for Art

Art at Tech focuses upon the fundamentals of Fine Art. Students will experiment with basic design elements such as line, shape, color, texture and value.

Physical Education

Physical Education, ½ credit, (see Integrated Programs chart) annual requirement

Physical Education at Tech is obtained by successfully completing units of instruction offered in the NYS-approved “Sportsfolio” curriculum unless it is integrated into the Tech program. Students must complete instructional packets (usually 1 chapter per week) in a variety of sports-related topics. Students are expected to work independently and their progress is monitored weekly by a certified Physical Education teacher.

Physical Education options:

Students requiring additional credits in Physical Education may earn up to one (1) credit by taking advantage of the following options:

- Students may “double up” on Phys Ed credits in one year. Students will receive additional “sports-

folio” packets based upon the District’s indication on the “Request for Academic Services” form.

or

- During a student’s two year attendance, he/she may take Phys Ed for each of those years. Districts should submit a “Request for Academic Services” form for each year Phys Ed is being requested.

Language Other Than English (LOTE)

Spanish 1, 1 credit (online with pull-out)

Spanish 1 is a beginning-level course offered via the web. Students will develop Spanish proficiency through video dramatization and interactive activities that foster listening, speaking, reading and writing skills.

Students may independently work on their Spanish lessons at home, in the library or within their Tech classes. Technical and academic support is monitored by the on-line teacher.

American Sign Language (ASL), 1 credit (online with pull-out)

American Sign language is a beginning-level course offered via the web. Students will develop ASL proficiency through video dramatization and activities that foster communication skills. Students may independently work on their ASL lessons at home, in the library or within their Tech classes. Technical and academic support is monitored by the online teacher.

Career and Financial Management (CFM)

½ credit

See description on [page 27](#).

Computer Applications

1 credit (integrated)

For those districts needing this requirement, computer technology is incorporated within all CTE programs.

RCT Preparation (non-credit) for GCTE students is available in: Reading, Writing, Math, Science, Global Studies, and U.S. History and Government.



INTEGRATED ACADEMICS 2011-12

PROGRAM	TECH MATH	TECH SCI	ENG. 12	PIG	ART	HEALTH	CFM	P. E.	COMP APP
ADV/GRAPH DESIGN	X		X		X		X		X
AIRCRAFT TECH	X	X	X		X		X		X
ARCH DESIGN/CAD	X	X	X		X		X		X
AUDIO PRODUCTION	X	X	X		X		X		X
AUTO BODY REPAIR	X	X	X				X		X
AUTO MAINT							X		X
AUTO TECHNOLOGY	X	X	X				X		X
AVIATION SCI/FLT	X	X	X				X		X
BLDG & GROUNDS							X		X
BLDG TRADES							X		X
CARPENTRY	X	X	X		X		X		X
CERT PERSONAL TRAINER	X	X	X			X	X	X	X
COMP NET/TECH ELECTRONICS	X	X	X				X		X
COMPUTER TECH FOR BUSINESS	X	X	X				X		X
CONST ELEC	X	X	X				X		X
COSMETOLOGY	X	X	X		X		X		X
CULINARY ARTS	X	X	X		X		X		X
DESIGN & PRODUCTION TECH							X		X
EARLY CHILD EDU		X	X		X		X		X
ELECTRONICS MFG							X		X
EQUINE STUDIES		X	X				X	X	X
FASHION	X	X	X		X		X		X
FOOD SERVICE							X		X
HVAC	X	X	X				X		X
LIFE SKILLS							X		X
MARINE/MOTOR SPORTS TECH	X	X	X				X		X
MED ASST	X	X	X			X	X		X
MED LAB	X	X	X			X	X		X
NURSE ASST	X	X	X			X	X		X
OFFICE SKILLS							X		X
PHOTOGRAPHY	X	X	X		X		X		X
POLICE SCI	X	X	X	X			X	X	X
PRINTING							X		X
PROF. HEALTH	X	X	X			X	X		X
RETAILING							X		X
VET ASSIST		X	X				X		X
VIDEO PROD	X	X	X		X		X		X
WELDING	X	X	X		X		X		X



Career and Financial Management

Career and Technical Endorsement

Sequence Credit

Substitution of Foreign Language Requirement

Career and Financial Management (CFM) is integrated into every Career & Technical Education program. Emphasis will be placed on the Career Development and Occupational Studies Learning Standards.

Career and Technical Endorsement

Career and Financial Management is one of the requirements to be eligible for Career and Technical Endorsement.

Sequence Credit

Career and Financial Management is a requirement of an extended sequence in Career and Technical education.

Substitution of Foreign Language Requirement

Students earning a Regents Diploma with Advanced Designation may substitute an extended sequence in Career and Technical Education for their foreign language requirement.



Student Support Services

Co-Teaching in Technical Classes

At each of our campuses are certified English, Science, Social Studies and Math teachers. These teachers work with Career and Technical Education teachers to integrate commencement level subjects into their students course work.

Career and School Counseling

Each Wilson Tech campus has assigned certified Secondary Guidance Counselors. Counselors monitor each student's attendance, grades and performance on an ongoing basis. They also serve as liaisons to school districts and provide career and personal counseling in groups and on an individual basis. Where necessary, parent conferences are conducted.

Child Care/Parenting/Transportation

On campus child care is available for children 6 weeks-4 years 11 months, (with funding provided by the Suffolk County Department of Social Services). Shuttle buses are provided for teenage parents to transport themselves between the Little Tots Childcare Center at Dix Hills and their designated Tech sites.

Services to Improve Attendance

Wilson Tech attendance is recorded at each daily session and reviewed by Tech counselors. Monthly reports are transmitted to districts for follow up. Districts may access their own attendance online.

At various intervals, absence letters are transmitted to parents. Positive or improved student attendance are also recognized.

Attendance of 95% or above and an outstanding record of achievement are requirements for induction into the National Technical Honor Society which is determined at the end of the 3rd quarter. Participation in the Renaissance Program factors in attendance and grades to earn quarterly recognition.

In order to participate in supervised work study, clinical internships or Career Pathways, students must be in good academic standing and have a commendable attendance record.

Monitoring of Progress

Wilson Tech provides progress reports to high school districts and parents (mailed to home address), eight times per year.

Quarterly grade reports (4 per year) include a numerical grade, up to three anecdotal comments and number of absences for the report period.

Interim reports, (four per year/mid-quarter), include up to three anecdotal comments and a cumulative number of absences.

Tech Enrichment (for GCTE Students)

Students needing additional Tech support, are briefly pulled from their classes by certified academic teachers whose goal is to reinforce necessary skills.

Assessments (Levels 1, 2, 3)

Level 1 Assessments (provided by districts) initiate the profile of a student's career goals.

Interests and aptitudes, derived from the Level 2 Assessments, provide valuable information to assist the counselor in recommending Tech programs to GCTE students.

Level 3 Assessments are generated by Wilson Tech or requested by the school district to determine the appropriateness of a student's placement.

RCT Preparation (GCTE students) (1½ hr instruction/week, no credit)

Only GCTE students are eligible to receive preparation for the RCT exams. Districts may request this service by completing the "Request for Academic Services" form. Preparation is offered for the following RCT exams:

- Reading/ Writing
- Mathematics
- Science
- Global Studies
- U.S. History & Government

Special Education Consultant Teacher (for GCTE Students)

The Certified Special Education Teacher identifies goals and implements them with teachers, aides, and students. The Special Education Consultant Teacher also develops specific strategies and interventions for student success at Tech.



Student Support Services (cont'd)

Regents Preparation

(1½ hr instruction/week, ½ credit)

For students who are in need of Regents preparation or require additional seat time or credit, districts should complete the “Request for Academic Services” form. Regents Prep classes are offered in:

English Language Arts
Algebra
Algebra 2/Trigonometry
Geometry
Living Environment/ Biology
Physical Setting/Chemistry
Physical Setting/ Earth Science
Global History & Geography
U.S. History & Government

If a student is enrolled in a Prep class and passes his/her assessment mid-year, and does not need the additional support or ½ credit, a district should submit a written request to drop the student from the course. Send the written request to Central Administration at Dix Hills.

Individual Education Plan (IEP) / 504 Accommodation Plan/ Behavior Intervention Plan (BIP) Psychological

Districts are asked to provide the above documentation including test modifications, so that we may continue to meet the needs of each student. IEP's/504 Accommodation Plans, BIP's and Psychologicals should be sent to Wilson Tech Admissions, 17 Westminister Avenue, Dix Hills, NY 11746. FAX: 631/623-4949. TEL: 631/667-6000, x300. Please note that there is a test modification section directly on the Wilson Tech application which provides a convenient check-off, until the hard copies can be forwarded.

Job Placement

The Job Placement Offices are located at the Dix Hills and Manor Plains campuses and are available to students during the time they attend Tech as well as thereafter. For specific GCTE Job Placement at the Manor Plains campus, refer to section of Smaller Class Size Programs in the back of the handbook.

Physical Education (modified “Sportsfolio”)

GCTE students have the opportunity to receive a modified “sportsfolio” that is more conducive to their learning needs.

Pass/Fail Option

Districts may request a pass/fail option for GCTE students who are academically challenged and who will not need academic credits to meet graduation requirements. Usually these students are in smaller class size programs at the Manor Plains campus. Districts should contact the guidance department at the campus the student is attending for further information.

Psychologist

Psychologists are based at the Manor Plains campus and are available for consultations with students, parents, districts and Wilson Tech staff.

Resource Room

Districts may request additional academic support for their GCTE students by checking off “Resource Room” on the “Request for Academic Services” form.

Smaller Class Size Programs (for GCTE students only at the Manor Plains campus)

Only those students with GCTE classification are eligible for smaller class size programs at the Manor Plains campus. Counselors should consider recommending students to smaller class size programs when students are in self-contained classes at their home schools and require a structured environment. The smaller class size programs at the Manor Plains campus are as follows:

Career Exploration (rotation of up to 4 smaller class size programs)
Auto Maintenance
Building Grounds/ Maintenance
Building Trades
Cosmetology
Design & Production Technology
Electronic Manufacturing
Food Services
Life Skills
Office Skills
Printing
Retailing



Student Support Services (cont'd)

Test Accommodations (CTE/GCTE students)

Basic test modifications are available to CTE/ GCTE students, in all programs. The basic test accommodations are:

- Directions Read & Explained
- Extended Time
- Questions Read
- Separate Location
- Use of Calculator

Test Accommodations (GCTE students only)

Available to GCTE students (only), in all programs, are the following more extensive test accommodations:

- Additional Examples Provided
- Answers Recorded
- Assistive Device
- Braille/ Large Print
- Delete Spelling, Punctuation and or Paragraph Requirements
- Entire Test Read
- Extended Time w/ Breaks
- Permitted to Write in Test Booklets
- Questions Prorated
- Revised Test Format
- Test Directions Revised
- Other _____

Vocational ESL (VESL)

Due to the increase of our international student population, we will offer VESL services on each Tech campus. A certified VESL teacher will meet with students during the Tech session to enhance their Tech learning experience. Translation of lessons and instructional materials are available when necessary. To request this service for your students, complete the Request for Academic Services form indicating VESL. This supportive class will receive comments only.



Educational Resource Websites

ACCESS-VR, Adult Career and Continuing Education Services-Vocational Rehabilitation
(formerly VESID)

<http://www.access.nysed.gov/vr/>

Board of Regents

<http://www.regents.nysed.gov/>

Curriculum, Instruction and Instructional Technology Team

<http://www.emsc.nysed.gov/cia/>

Diploma Requirements based on June 2005 Board of Regents Action

<http://www.p12.nysed.gov/specialed/publishingpolicy/chart-diploma.htm>

New York State Education Department

<http://www.nysed.gov/>

Office of Bilingual Education and Foreign Language Studies

<http://www.emsc.nysed.gov/biling/>

Office of Curriculum and Instructional Support

<http://www.emsc.nysed.gov/cis/>

Office of Elementary, Middle, Secondary and Continuing Education

<http://www.emsc.nysed.gov/>

Part 100 of the Regulations of the Commissioner of Education

<http://www.emsc.nysed.gov/part100/opener.html>

Virtual Learning System (VLS)

<http://www.nysvls.org>

Extension of the Regents Competency Test (RCT) Safety Net for Students with Disabilities:
Amendment to section 100.5 of the Regulations of the Commissioner of Education Relating
to Diploma Requirements for Students with Disabilities

www.emsc.nysed.gov/specialed/publications/extRCTsafetynet.htm

General Education & Diploma Requirements

www.emsc.nysed.gov/ciai/gradreq/intro.html

Local Diploma Safety Net Options—for students with disabilities who enter grade 9 in Sept.
2011 and thereafter.

www.p12.nysed.gov/specialed/publications/localdiplomaoptions-may2011.htm

Mathematics Regents Examinations Implementation/Transition Timeline

www.emsc.nysed.gov/osa/math/re/mathre-transition.pdf

Summary of Diploma Requirements for Students Who First Enter Grade 9 in 2009 or 2010
Regents Diploma

www.emsc.nysed.gov/ciai/gradreq/2009GradReqDetails.html



Home Instruction/Early Dismissal

School districts may request home instruction in Career & Technical Education. To effectively monitor attendance, grades, sequences/certificate requirements, and to comply with SAVE legislation, the following procedures for home tutoring students enrolled in Career & Technical Education programs at Wilson Tech have been established.

- The student's principal or guidance director/counselor must send a request for home tutoring on school stationery to the principal of the Wilson Tech campus where the student is enrolled. This request must include anticipated **starting** and **ending date** of home confinement and the **number of hours** required **each week**.
- The Tech staff member assigned as tutor will arrange a convenient schedule with the parent for home tutoring. **A parent must be present during the tutoring.**
- Students on approved home tutoring will be marked G (home tutoring). The absence is assigned a weight of zero.
- The Tech tutor completes weekly teaching records, indicating the day, date, number of hours taught, and parent's signature. A compilation is forwarded to the home school on a monthly basis.

NOTE: Home instruction for up to six (6) weeks or thirty (30) school days is available for all Wilson Tech students, including Career-Related Academics at no additional cost to the district. Request for extensions require additional documentation.

Early Dismissal

Students, who want to attend Tech, and participate in after-school clubs, sports or extracurricular activities at their home school may do so without a conflict. In an effort to coordinate Tech's scheduling with a student's interests, school districts may request early dismissal for their impacted students with supporting documentation advising us of:

- Date(s) and time(s) for early dismissal
- Mode of transportation



Career Pathways

All students currently enrolled at Wilson Tech can take advantage of several free Career Pathways programs. Whether you are planning on going to college or entering the world of work right after graduation, these programs will help you reach your goals!

PSAT Workshop

This October workshop after school gives general information on the PSAT exam including test taking strategies and sample questions. Registration required at www.wilsontech.org/psat.

SAT Review

These two-hour review sessions provide test-taking strategies to help maximize your SAT score. Offered after school prior to each SAT administration from October to June. Registration required at www.wilsontech.org/satreview.

Kaplan SAT Prep*

Score your best on the SAT test! Wilson Tech students are eligible for a FREE Kaplan course to help them prepare for the SAT test. Offered at Tech's Dix Hills campus. Classes run for six weeks. Offered during after school sessions and the evening during the fall and spring. Online Prep Course is also available. All of the students that choose the online component receive their own account and are able to receive instruction and complete assessments on their own time. Application and dates at www.wilsontech.org/kaplan.

Education Expo

Students can meet with college representatives from various post-secondary institutions. Learn about financial aid and the college admissions process. Education Expo will be held at Tech's Dix Hills campus in November. See Education Expo description on [page 72](#). Details at www.wilsontech.org/edexpo.

Financial Aid Help at FAFSA Workshop

Students applying for financial aid for college must complete the Free Application for Federal Student Aid. Come complete this application online with the help of Tech's financial aid officials. Open to seniors and parents. This workshop is usually held in February and March. Registration required at www.wilsontech.org/fafsa.

College Prep Course

To help you get ready for college, Tech now offers a free College Prep Course. Learn all the aspects of college life, from the application process to registration. Students interested in taking a free college course must first successfully complete this curriculum. Free program meets Wednesdays from 2:50–4:15 PM at Tech's Dix Hills campus. Offered in the fall, spring, and summer. Round trip transportation is available from your home school to Dix Hills for fall and spring sessions. Application form at www.wilsontech.org/collegeprep.

College Courses

Upon successful completion of the College Prep Course, students at Wilson Tech may be eligible to enroll tuition-free in selected college courses in the evenings at SUNY Farmingdale or Suffolk Community College. Must provide own transportation. Courses completed successfully through Career Pathways are eligible for transfer to other colleges. Cost of textbooks extra. Offered in the fall, spring, and summer. For information, call 667-6000, x300.



Surf Tech for 9th and 10th Graders

This program is open to all 9th and 10th graders to introduce career options in technical and vocational fields at no charge. Small classes with expert instructors will help the student evaluate a career. Learn the skills and education necessary to succeed in these fields. Classes are held Wednesdays from 2:50–4:15 PM at Tech’s Dix Hills and Manor Plains campuses. Offered in the fall, spring, and summer. Roundtrip transportation is available from your home school to Tech during the fall and spring sessions.



Current semester details and online registration at:
www.wilsontech.org/surftech.



Articulation Agreements

An Articulation Agreement is an arrangement between Wilson Tech and post secondary institutions wherein Tech graduates are granted advanced standing credit for work successfully completed at Wilson Tech. Each Wilson Tech career and technical education program and the post-secondary institution has different requirements for articulation, with the number of credits varying from program to

program and from school to school. The following chart lists the Tech programs along with the schools that award advanced standing and/or credit to Wilson Tech graduates.

Due to the dynamic nature of our programs, articulation agreements are added and updated on a continuous basis. Guidance personnel are advised of changes via memos and monthly meetings.



Articulation Agreements (cont'd)

Articulation Agreements help Wilson Tech students to get special benefits if they attend particular colleges. Students should speak to their Guidance Counselor for assistance in choosing the right college for them. Agreements are subject to change.

CTE PROGRAM	POST SECONDARY INSTITUTION	CLASS/CREDITS WAIVED	CRITERIA	# OF CREDITS RECEIVED
Advertising/Graphic Design	Art Institute of Philadelphia	GR10110 Fundamentals of Drawing; GR10120 Fundamentals of Design; GR10130 Color Theory	Successful completion of 2 year Advertising Art program at Wilson Tech with Certificate of Completion; successful completion of AI proficiency exam	12
Advertising/Graphic Design	Art Institute of Pittsburgh, The	CC112 Fundamentals of Design; G131 Typography (<i>need approval and portfolio</i>); CC111 Color Theory	successful completion of WT curriculum with at least a B avg	9
Advertising/Graphic Design	Boston University	one CDIA foundation module	must graduate HS with a min B+ WT avg; must qualify for admission based on an interview; must apply within one year from applicant's graduation date	tuition credit of \$2000
Advertising/Graphic Design	Briarcliffe College	GR103 Survey of Design Concepts; GR101 Basic Drawing (<i>pending Challenge Exam</i>)	must receive a WT certificate of completion with an 80 avg; WT instructor letter of rec	3
Advertising/Graphic Design	Dowling College	VIS1003A ; VIS1022N	must receive a WT certificate of completion with a 90% attendance rate; WT instructor letter of rec	6
Advertising/Graphic Design	Dual Enrollment Suffolk County Community College's Excelsior Program	3 credits on a Suffolk County Community College Transcript for Basic Graphic Design	successful completion of Tech's Advertising Art and Suffolk County Community College's Excelsior program	3 at Suffolk County Community College AND Transcript from Suffolk to be considered by any school
Advertising/Graphic Design	Nassau Community College	Art140 Visual Communications; ART108 Advertising Art; ART130 Microcomputer Graphics	Successful completion of WT curriculum with a GPA >=80%; Attendance >=80%; HS GPA >=75%; Quality Portfolio	9



Articulation Agreements (cont'd)

Advertising/Graphic Design	New England Institute of Technology	MWD123 Design I 4 credits	proof of successful completion of Wilson Tech program, must enroll in NEIT within one year of Wilson Tech graduation, credit awarded upon completion of 1 quarter at NEIT	4
Advertising/Graphic Design	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD
Advertising/Graphic Design	SBI Campus	GD201 Drawing I; GD204 Typography I; GD206 Design Elements 2D	successful completion of WT curriculum with a C or better; WT instructor letter of rec; rec from SBI Chairperson	9
Aircraft Maintenance Technology	Dowling College	AER elective	must be a hs graduate; successfully complete WT curriculum; must have FAA Airframe and Powerplant Certification; must meet Dowling College admissions criteria	3
Aircraft Maintenance Technology	Embry-Riddle Aeronautical University	Up to 48 credits to be determined upon individual credential review, towards a AS/BS in Aviation Science or BS in Aeronautics	Student must meet all entrance requirements for Embry-Riddle and have FAA Airframe and/or Powerplant Certificate	up to 48
Aircraft Maintenance Technology	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD
Aircraft Maintenance Technology	various post-secondary institutions through Aviation Technical Education Council membership; listing of schools may be provided	TBD	will vary based on individual institution	TBD



Articulation Agreements (cont'd)

Aircraft Maintenance Technology	Vaughn College of Aeronautics	30 credits towards AAS or BS Aviation Maintenance Degree or BS Aviation Maintenance Management	Student must complete Part 147 AMT program successfully at Wilson Tech and meet all Vaughn College admission requirements	30
Architectural Design/CAD	Art Institute of Pittsburgh, The	IND110Traditional Drafting;IND221Intro to CADD;IND120Basic Drafting	successful completion of WT curriculum with at least a B avg	9
Architectural Design/CAD	Island Drafting and Technical Institute	scholarship	must be recommended by WT instructor	\$1000 per year for 2 years
Architectural Design/CAD	New England Institute of Technology	ABT112 Technical Drafting & Graphic Communications; ABT114 Intro to CAD (Interior Design Technology & Architectural Building Engineering Technology)	>=B; acceptance for admissions; official transcript; must enroll within 1 yr of HS graduation	7
Architectural Design/CAD	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD
Architectural Design/CAD	SUNY Canton	TBD	Satisfactory completion of WT program	"Open Door" Agreement
Architectural Design/CAD	SUNY Delhi College	CADD112 Dimensioning and Tolerancing CADD 151 Production Drawings CADD 111 Fundamentals of Drafting	WT instructor letter of rec; must successfully complete one semester at Delhi before articulated credit is awarded	9
Architectural Design/CAD	SUNY Farmingdale (Farmingdale State University of New York)	CON111 Graphics 1, CON161 Materials and Methods of Construction 1	must receive WT Certificate of Completion; maintain an overall 85 average; letter of rec from WT instructor	5
Audio Production	Art Institute of Pittsburgh, The	FND131 Intro to Audio	successful completion of WT curriculum with at least a B avg, be admitted to Institute within 12 months of graduation, portfolio review by Department Chair required	3
Audio Production	Boston University	one CDIA foundation module	must graduate HS with a min B+ WT avg; must qualify for admission based on an interview; must apply within one year from applicant's graduation date	tuition credit of \$2000



Articulation Agreements (cont'd)

Audio Production	Five Towns College	General Elective Credits, 25% tuition grant for up to 2 years of study	Students must achieve graduation from BOCES in Audio Production with 80% attendance, GPA of 80% minimum, SAT-1 combined score of 1050, acceptance into B.P.S. Business Management or M.us.B. Jazz Commercial Music Degree	6
Audio Production	New England Institute of Technology	COM136 Audio Recording	Students must complete Audio Production program at Wilson Tech with a grade of "B" or better	3
Audio Production	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD
Auto Body Repair	Lincoln Technical Institute Premier East Windsor CT Campus	advanced standing TBD through Dean evaluation	must have a minimum of 80 average, receive a WT certificate of completion and teacher recommendation	To be determined upon transcript review
Auto Body Repair	Ohio Technical College	max of 4 courses; students granted advanced placement and a corresponding tuition credit for each test they pass	Graduation; earn at least 1 ASE Certification (fax certif. from WS BOCES); must enroll within 1 yr of Completing HS; see contract for additional criteria	TBD
Auto Body Repair	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD
Auto Body Repair	SUNY Alfred State College	credit granted for specific first year requirements; based on current NATEF task list and/or successful completion of NYS Inspection test	successful completion of WT curriculum with an 80 avg; WT instructor letter of rec; must complete the Automotive Trades articulation credit transfer form, present portfolio; must meet college admission requirements; maintain a 2.5 GPA	determined on an individual basis



Articulation Agreements (cont'd)

Auto Body Repair	Wilson Tech Auto Technology Program	Tuition reduction of \$500 upon entry into FTD Adult Automotive Training program	Successful completion of two year Wilson Tech high school Auto Body program	\$500 tuition reduction
Automotive Technology	Lincoln Technical Institute Premier East Windsor CT Campus	advanced standing TBD through Dean evaluation	must have a minimum of 80 average, receive a WT certificate of completion and teacher recommendation	To be determined upon transcript review
Automotive Technology	New England Institute of Technology	TT110 Basic Engine Theory; TT111 Basic Engines Lab; AUT 139 Four Cycle Engine Repair and Service; AUT 140 Four Cycle Engine Repair Lab	>=B; acceptance for admissions; official transcript; must enroll within 1 yr of HS graduation	11
Automotive Technology	Ohio Technical College	max of 4 courses; students granted advanced placement and a corresponding tuition credit for each test they pass	Graduation; earn at least 1 ASE Certification (fax certif. from WS BOCES); must enroll within 1 yr of Completing HS; see contract for additional criteria	TBD
Automotive Technology	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD
Automotive Technology	SUNY Alfred State College	credit granted for specific first year requirements; based on current NATEF task list and/or successful completion of NYS Inspection test	successful completion of WT curriculum with an 80 avg; WT instructor letter of rec; must complete the Automotive Trades articulation credit transfer form, present portfolio; must meet college admission requirements; maintain a 2.5 GPA	determined on an individual basis
Automotive Technology	SUNY Canton	TBD	Satisfactory completion of WT program	"Open Door" Agreement
Automotive Technology	SUNY Delhi College	Automotive Electrical I; Automotive Chassis I	Letter of recommendation from WT instructor certifying demonstrated competencies; student must pass comprehensive exam administered by Delhi; student must complete one semester at Delhi before articulated credit is awarded	8



Articulation Agreements (cont'd)

Automotive Technology	Universal Technical Institute	max of 4 courses; students granted advanced placement and a corresponding tuition credit for each test they pass	Graduation; earn at least 1 ASE Certification (fax certif. from WS BOCES); must enroll within 1 yr of Completing HS; see contract for additional criteria	\$500 articulation credit towards tuition; advance placement TBD (up to 4 courses)
Aviation Science/Flight	Dowling College	AER001N General Aeronautics; AER003N Aviation Weather	must receive a WT certificate of completion with a 90% attendance rate; WT instructor letter of rec	6
Aviation Science/Flight	Embry-Riddle Aeronautical University	Up to 5 credits towards BS in Aeronautical Science	Student must meet all entrance requirements for Embry-Riddle and have FAA Private Pilot Certificate	Up to 5
Aviation Science/Flight	SUNY Farmingdale (Farmingdale State University of New York)	AVN100 General Aeronautics; AVN111 Private Pilot Flight (FAA certificate required); AVN102 Meteorology	Successful completion of WT Aviation program; successful completion of FAA Private Pilot Knowledge Exam; must meet all other admission criteria	10
Aviation Science/Flight	Vaughn College of Aeronautics	FLT110 General Aeronautics	Successfully complete the program and pass the FAA Private Pilot Written Knowledge Examination	4
Carpentry	New England Institute of Technology	CR113 Tool and Site Work Lab; CR123 House Framing I Lab	>=B; acceptance for admissions; official transcript; must enroll within 1 yr of HS graduation	6
Carpentry	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD



Articulation Agreements (cont'd)

Carpentry	SUNY Alfred State College	BLCT1022Wood Fabrication Technology I; BLCT1132Estimating I; BLCT3423Building Construction-Math&Estimating	Must meet all Alfred admission requirements; maintain an 85% average in WT program; must submit a wok portfolio requesting articulation during the last two weeks of April; letter of recommendation from WT instructor; must earn 85% on proficiency test given by Alfred instructor	up to 7 credits maximum
Carpentry	SUNY Delhi College	CARP130 Light Frame Construction Theory; CARP150 Finish Carpentry Theory	WT instructor letter of rec; must successfully complete one semester at Delhi before articulated credit is awarded	6
Certified Personal Trainer	Dowling College	SMP 1032A-3 credits EDU 1140A-3 credits BIO XXXA-6 credits to be applied to any BA degree program	must be a hs graduate; successfully complete WT curriculum; must have NCSF Personal Trainer certification; must meet Dowling College admissions criteria	up to 12 credits
Computer Networking and Electronics	Monroe College	CP320, Computer Networking + Optional CPP 223, Computer Hardware, CT155, Computer Software with successful completion of A+ certification	successful completion of two-year WT with 80% overall GPA or higher, proof of 85% minimum attendance rate, letter of recommendation from a Wilson Tech instructor in major area of interest, interview with Dean, high school diploma and meet all Monroe entrance requirements	up to 9
Computer Networking and Repair/Technical Electronics	Briarcliffe College	PR115 Network Essentials	must receive a WT certificate of completion with an 80 avg; WT instructor letter of rec	3
Computer Networking and Repair/Technical Electronics	Briarcliffe College	EL109 Electronics I	must receive a WT certificate of completion with an 80 avg; WT instructor letter of rec	3
Computer Networking and Repair/Technical Electronics	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD



Articulation Agreements (cont'd)

Computer Networking and Repair/Technical Electronics	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD
Computer Networking and Repair/Technical Electronics	SBI Campus	TC104 Fundamentals of Networking; TC242 Network Hardware I	successful completion of WT curriculum with a C or better; WT instructor letter of rec; rec from SBI Chairperson	7
Computer Networking and Repair/Technical Electronics	SUNY Canton	TBD	Satisfactory completion of WT program	"Open Door" Agreement
Computer Networking and Repair/Technical Electronics	SUNY Canton	TBD	Satisfactory completion of WT program	"Open Door" Agreement
Computer Networking and Repair/Technical Electronics	SUNY Farmingdale (Farmingdale State University of New York)	EET105 Intro to Digital Electronics	must receive a 2 yr. WT Certificate of Completion within 24 months prior to enrolling; WT instructor letter of rec; must meet admissions requirements for Computer or Electrical Engineering Technology	2
Computer Technology For Business	Art Institute of Philadelphia	TBD	must submit portfolio of web and internet work for consideration; Successful completion of 2 year Web & Technology program at Wilson Tech with certificate of completion; Students must present portfolios for review of their work for possible proficiency credit	TBD
Computer Technology For Business	Berkeley College	CIS120-Spreadsheets and Database management(2cr); CIS125Graphical Business Presentations and Integration(2cr)	coursework completed with a "C" or better; official transcript provided	4credits
Computer Technology For Business	Berkeley College	CIS125Graphical Business Presentations and Integration(2cr)CIS233 Web Design(3cr)	must submit portfolio of web and internet work for considerationcoursework completed with a "C"; official transcript review	5cr



Articulation Agreements (cont'd)

Computer Technology For Business	Boston University	one CDIA foundation module	must submit portfolio of web and internet work for consideration must graduate HS with a min B+ WT avg; must qualify for admission based on an interview; must apply within one year from applicant's graduation date	tuition credit of \$2000
Computer Technology For Business	Briarcliffe College	BA129 Intro to Computers; OT102 Word Processing with Microcomputers I; OT103 Word Processing with Microcomputers II	must receive a WT certificate of completion with an 80 avg; WT instructor letter of rec	9
Computer Technology For Business	Briarcliffe College	(for students enrolling in Computer Information Systems) PR100 Intro to Computing Concepts; PR116 Web Page Programming	must submit portfolio of web and internet work for consideration; must receive a WT certificate of completion with an 80 avg; WT instructor letter of rec	6
Computer Technology For Business	Briarcliffe College	PR100 Intro to Computing Concepts; PR116 Web Page Programming	must submit portfolio of web and internet work for consideration must receive a WT certificate of completion with an 80 avg; WT instructor letter of rec	6
Computer Technology For Business	Dowling College	CIT electives	must submit portfolio of web and internet work for consideration, must receive a WT certificate of completion with a 90% attendance rate; WT instructor letter of rec	6
Computer Technology For Business	Five Towns College	COM101 Intro to Computers; COM102 Electronic Spreadsheets	successful completion of WT program (1 yr-COM101); 80avg; 1050 SAT; 80% attendance	6; tuition scholarships also
Computer Technology for Business	Monroe College	CP101, Intro to Information Processing CT101, Intro to Information Technology Below with successful completion of MOUS exam CP125, Electronic Spreadsheet CP130 Database BT160, Word Processing I	successful completion of two-year WT with 80% overall GPA or higher, proof of 85% minimum attendance rate, letter of recommendation from a Wilson Tech instructor in major area of interest, interview with Dean, high school diploma and meet all Monroe entrance requirements	up to 15



Articulation Agreements (cont'd)

Computer Technology For Business	New England Institute of Technology	CBM110 Word Processing I; CBM113 Intro to Comp. & Windows Apps; CBM121 Word Processing II; CBM227 Spreadsheets; CBM232 Database Management	>=B; acceptance for admissions; official transcript; must enroll within 1 yr of HS graduation	16
Computer Technology For Business	SUNY Canton	TBD	Satisfactory completion of WT program	"Open Door" Agreement
Construction Electricity	Electrical Training Center of LI	Electrical Training Program 1=\$150 scholarship Electrical Training Program #3-\$500 scholarship	Student must have 85% GPA in Wilson Tech, receive their 2 year certificate and enter program within 2 years of high school graduation	scholarship/tuition discount
Construction Electricity	Lincoln Technical Institute Premier East Windsor CT Campus	advanced standing TBD through Dean evaluation	must have a minimum of 80 average, receive a WT certificate of completion and teacher recommendation	To be determined upon transcript review
Construction Electricity	New England Institute of Technology	ELY117 Basic Wiring Techniques Lab-1 credit	2 year Wilson Tech certificate of completion with B average, 6 months of work experience	1 credit
Construction Electricity	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD
Construction Electricity	SUNY Alfred State College	Residential Lab 1A	Must meet all Alfred admission requirements; maintain an 85% average in WT program; must submit a work portfolio requesting articulation during the last two weeks of April; letter of recommendation from WT instructor; must earn 85% on proficiency test given by Alfred instructor	6 credit hours
Construction Electricity	SUNY Canton	TBD	Satisfactory completion of WT program	"Open Door" Agreement
Construction Electricity	SUNY Delhi College	ECMT130 Electrical Lab I	WT instructor letter of rec; must successfully complete one semester at Delhi before articulated credit is awarded	4



Articulation Agreements (cont'd)

Cosmetology	Douglas Education Center	4 credits-CP706-Chemicals I 3 credits CP708 Professional Practices/Salon Management I 3 credits-CP716-Science I 6 credits-CP801-Hair Design/Hair Sculpture I 2 credits- CP812-Nails and Skin	NYS Cosmetology license, meet Douglas Education Center admission requirements for Master Cosmetology Program, Wilson Tech GPA of B or higher, letter of recommendation from one Wilson Tech instructor, enter Douglas Education Center within 2 years of Wilson Tech graduation	up to 18 credits
Cosmetology	Wilson Tech Esthetics program	100 hours advanced standing toward Wilson Tech Adult 600 hour Esthetics program	Hours award conditional upon the student successfully obtaining their New York State Cosmetology license prior to completing 400 Wilson Tech esthetics program	100 advanced standing hours
Culinary Arts	Art Institute of Philadelphia	CU10110Application and Use of Culinary Equipment CU10130Intro to Food Service IndustryCU10121Culinary Skills I CU10141Culinary Science(must have Safe Serve Cert)	Successfully complete two year Wilson Tech Culinary Arts program and receive WT Certificate of completion	12
Culinary Arts	Dual Enrollment Suffolk County Community College's Excelsior Program	7 credits on a Suffolk County Community College Transcript for CUL 111 Sanitation and either CUL 114 Culinary Arts I or CUL 115 Baking and Pastry Arts I.	successful completion of Tech's Culinary Arts Program and Suffolk County Community College's Excelsior program	7 at Suffolk County Community College AND Transcript from Suffolk to be considered by any school
Culinary Arts	Johnson and Wales University	CUL1345 Intro to Baking & Pastry; CUL1355 New World Cuisine; CUL1385 Fundamentals of Food Service Production	Successful completion of 2yr WT; WT B avg; WT instructor letter of rec; official high school transcript; F.A.S.T. program admissions application	9 quarter credits



Articulation Agreements (cont'd)

Culinary Arts	Lincoln Culinary Institute	CUL140 Introduction to Culinary Arts	For entry into Lincoln's Culinary Arts (CUL100D), Italian Culinary Arts (ICUL100D), or International Baking and Pastry (IBP100D) Program; the student must have 80% (B) or higher in all courses; and the student must have exceptional attendance. For processing advanced standing credit, the instructor will be asked to complete a form certifying the completion of appropriate tasks	TBD
Culinary Arts	Monroe College	HP150, Culinary Arts I HP150L, Culinary Arts Lab HP101, Intro to Hospitality Management	successful completion of two-year WT with 80% overall GPA or higher, proof of 85% minimum attendance rate, letter of recommendation from a Wilson Tech instructor in major area of interest, interview with Dean, high school diploma and meet all Monroe entrance requirements	up to 6
Culinary Arts	Nassau Community College	Hotel174 Fundamentals of Food Production; Hotel176 Special Functions	successful completion of WT curriculum with 80%; certificate of completion	6



Articulation Agreements (cont'd)

Culinary Arts	National Restaurant Association Educational Foundation ProStart Program participating schools: The Art Institute of Las Vegas , The Art Institute of Tampa , Bethune-Cookman College , California State Polytechnic University Pomona , Conrad N. Hilton College of Hotel & Restaurant Management , The Culinary Institute of America , Johnson & Wales University , Kendall College , New England Culinary Institute , Oklahoma State University , Orlando Culinary Academy , Scottsdale Culinary Institute , Washington State University	varies according to college	minimum GPA of 2.0; have met required proficiency level; work based learning	TBD
Culinary Arts	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD
Culinary Arts	SUNY Cobleskill	guaranteed admission into the Culinary Arts or Restaurant Management or Technology Management Culinary Arts major; CAHT111 Basic Food Prep; CAHT103 Food Service Sanitation; CAHT140 after earning a 75% on math challenge exam	successful completion of WT curriculum with an 85 avg; WT instructor letter of rec; must meet all other admission requirements	8
Early Childhood Education & Care	Five Towns College	PSY102 Child Development; PSY211 Human and Growth Development	successful completion of WT program (1 yr- PSY102); 80avg; 1050 SAT; 80% attendance	6; tuition scholarships also



Articulation Agreements (cont'd)v

Early Childhood Education & Care	Herkimer County Community College	HU110 Fundamentals of Art in ECE; ED223 Practicum in Education	successful completion of WT curriculum with a B or better; WT instructor letter of rec	6
Early Childhood Education & Care	Nassau Community College	NED101; SEV102	Successful completion of WT curriculum with a GPA >=80%; Attendance >=80%; HS GPA >=75%	8
Early Childhood Education & Care	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD
Early Childhood Education & Care	SUNY Canton	TBD	Satisfactory completion of WT program	"Open Door" Agreement
Early Childhood Education & Care	SUNY Cobleskill	ECHD101; ECHD135	Successful completion of WT curriculum with a GPA of 85; must provide evidence of 100 hours of supervised field experience with 2 letters of rec; high school transcript	4
Equine Studies	SUNY Alfred State College	student will be awarded 3 agricultural technical elective credits in Agruculture and Vet Tech Dep't	successful completion of WT curriculm with B+ or 85% average for each year of program, meet entrance requirements to SUNY Alfred, provide transcript and submit letter requesting credit to SUNY Alfred,	3 credits
Equine Studies	SUNY Cobleskill	ANSC116Equine ScienceTechniques ANSC166Intro. To Western&English Equitation	successful completion of WT program with a GPA of 85;letter of recommendation, NYS high school diploma	2
Fashion Merchandising/ Design	Berkeley College	FAS101Introduction to Fashion Business(4Cr)	All courses completed with a grade of "C" or better; provide official transcript	4credits
Fashion Merchandising/ Design	Fashion Institute of Design and Merchandising, The	GNST117 History of Costume; TEXT110 Textile Study for Design; GNST123 Color and Design Concepts; DESN228 Creative Design Applications	successful completion of WT curriculum with a "B" average; WT certificate of completion; must meet admission requirements for FIDM	9 quarter credits



Articulation Agreements (cont'd)

Fashion Merchandising/ Design	Laboratory Institute of Merchandising	1 of 4 fashion electives during 1st 2 years of college	Successful completion of WT curriculum with a GPA $\geq 80\%$; must receive Certificate of Completion	3
Fashion Merchandising/ Design	Nassau Community College	FBM 120	must receive a WT certificate of completion; overall GPA of 80 throughout WT course of study; 80% attendance; graduate with an avg of 75	3
Heating/Ventilation / AC	Lincoln Technical Institute Premier East Windsor CT Campus	advanced standing TBD through Dean evaluation	must have a minimum of 80 average, receive a WT certificate of completion and teacher recommendation	To be determined upon transcript review
Heating/Ventilation / AC	New England Institute of Technology	AH110 Basic Refrigeration; AH111 Basic Refrigeration Lab	$\geq B$; acceptance for admissions; official transcript; must enroll within 1 yr of HS graduation	10
Heating/Ventilation / AC	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD
Heating/Ventilation / AC	SUNY Alfred State College	BLCT1132 Estimating I; BLCT3453 Plumbing Trade Safety, History and Drain Piping	Must meet all Alfred admission requirements; maintain an 85% average in WT program; must submit a work portfolio requesting articulation during the last two weeks of April; letter of recommendation from WT instructor; must earn 85% on proficiency test given by Alfred instructor	up to 5 credits
Heating/Ventilation / AC	SUNY Canton	TBD	Satisfactory completion of WT program	"Open Door" Agreement
Heating/Ventilation / AC	SUNY Delhi College	RFAC120 Fundamentals of Refrigeration lab	Wilson Tech certificate of completion; demonstrated mastery of listed course competencies; WT letter of recommendation	4 credits after successful completion of one semester



Articulation Agreements (cont'd)

HVAC	Electrical Training Center of LI	HVAC/R course-\$300 scholarship	Student must have 85% GPA in Wilson Tech, receive their 2 year certificate and enter program within 2 years of high school graduation	scholarship/tuition discount
Marine and Motor Sprots Technology	Kingsborough Community College	MT50 Introduction to Outboards; MT49 Low Voltage Electrical Systems	Successful completion of BOCES program with average of 80 or above and enrollment in KCC program within two years; meet all other KCC admission criteria	4 credits
Marine and Motor Sprots Technology	New England Institute of Technology	TT105Intro to Transportation Technology; TT110Basic Engine Theory; TT111Basic Engines Lab; TTBasic Electricity Fundamentals; TT113 Basic Electricity Fundamentals Lab	successful completion of WT Marine Technology program	12
Marine and Motor Sprots Technology	SUNY Canton	TBD	Satisfactory completion of WT program	"Open Door" Agreement
Marine and Motor Sprots Technology	SUNY Cobleskill	guaranteed admission into the Agricultural Equipment Technology Turf and Grounds Care Equipment major; AGEN101 Intro to Agricultural Engineering; AGEN122 Basic Small Engines	successful completion of WT curriculum with an 85avg; WT instructor letter of rec; must meet other admissions requirements for Turf and Grounds Care Equipment	6 semester hours
Marine and Motor Sprots Technology	Universal Technical Institute	max of 4 courses; students granted advanced placement and a corresponding tuition credit for each test they pass	Graduation; earn at least 1 ASE Certification (fax certif. from WS BOCES); must enroll within 1 yr of Completing HS; see contract for additional criteria	\$500 articulation credit towards tuition; advance placement TBD (up to 4 courses)
Medical Assisting	Monroe College	HA106, Intro to Contemporary Health Issues option to test out of HC126, Medical Terminology and HC108, Anatomy and Physiology	successful completion of two-year WT with 80% overall GPA or higher, proof of 85% minimum attendance rate, letter of recommendation from a Wilson Tech instructor in major area of interest, interview with Dean, high school diploma and meet all Monroe entrance requirements	up to 9



Articulation Agreements (cont'd)

Medical Assisting	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD
Medical Assisting	SBI Campus	MD150 Patient Care I; MD240A Human Anatomy and Physiology; TC101A Intro to Computers	successful completion of WT curriculum with a C or better; WT instructor letter of rec; rec from SBI Chairperson	9
Medical Assisting	SUNY Canton	TBD	Satisfactory completion of WT program	"Open Door" Agreement
Medical Assisting	Wilson Tech	One entrance exam for a reduced charge of \$50	Satisfactory completion of WT program	\$50 reduced charge
Medical Laboratory	New England Institute of Technology	tuition reduction, Intro to Allied health-2 credits	graduate with Tech grade of B (transcript required) or better AND be accepted to clinical medical assistant technology associates degree program within one year of graduation from HS, credit awarded after one quarter at NEIT,	2
Medical Laboratory	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD
Medical Laboratory	SBI Campus	MD150 Patient Care I; MD240A Human Anatomy and Physiology; TC101A Intro to Computers	successful completion of WT curriculum with a C or better; WT instructor letter of rec; rec from SBI Chairperson	9
Medical Laboratory	SUNY Canton	TBD	Satisfactory completion of WT program	"Open Door" Agreement
Medical Laboratory	SUNY Farmingdale (Farmingdale State University of New York)	MLT105 Medical Laboratory Techniques; MLT235 Special Topics in Clinical Laboratory Science	must have completed Living Environment; Chem with Lab(recommended); Math A&B; pass phlebotomy exam; must complete WT Med Lab curriculum and achieve a Certificate of Completion	4
Medical Laboratory	Wilson Tech	One entrance exam for a reduced charge of \$50	Satisfactory completion of WT program	\$50 reduced charge



Articulation Agreements (cont'd)

Nurse Assist	Pennsylvania College of Technology	TBD	Penn College assessment; support documentation provided by WSBOCES; successful completion of WT curriculum with a certificate of completion	
Nurse Assist	SBI Campus	MD150 Patient Care I; MD240A Human Anatomy and Physiology; TC101A Intro to Computers	successful completion of WT curriculum with a C or better; WT instructor letter of rec; rec from SBI Chairperson	9
Photography	Art Institute of Philadelphia	PH10130 Fundamentals of Photography; PH10111 Intro to Photoshop; PH10221 Photo Techniques	Successful completion of two year WT Photography course with WT Certificate of Completion; Portfolio review required to achieve credit	9
Photography	Art Institute of Pittsburgh, The	PH121 Principles of Photography; PH120 Black and White Lab	must complete WT curriculum with at least a B avg	6
Photography	Boston University	one CDIA foundation module	must graduate HS with a min B+ WT avg; must qualify for admission based on an interview; must apply within one year from applicant's graduation date	tuition credit of \$2000
Photography	Pennsylvania College of Technology	TBD	Penn College assessment; support documentation provided by WSBOCES; successful completion of WT curriculum with a certificate of completion	TBD
Police Science and Law	Briarcliffe College	CJ101 Intro to Criminal Justice	must receive a WT certificate of completion with an 80 avg; WT instructor letter of rec	3
Police Science and Law	Herkimer County Community College	criminal justice electives	successful completion of WT curriculum with a B or better	6



Articulation Agreements (cont'd)

Police Science and Law	Monroe College	CJ 101, Intro to Criminal Justice CJ 102, Intro to Law Enforcement and Public Safety	successful completion of two-year WT with 80% overall GPA or higher, proof of 85% minimum attendance rate, letter of recommendation from a Wilson Tech instructor in major area of interest, interview with Dean, high school diploma and meet all Monroe entrance requirements	up to 6
Police Science and Law	Nassau Community College	CRJ105 Foundations of Justice; CRJ101 Police Organization and Administration	Successful completion of WT curriculum with a GPA >=80%; Attendance >=80%; HS GPA >=75%	6
Police Science and Law	SBI Campus	CJ100 Intro to Criminal Justice; CJ101 American Legal System; CJ270 Private Security	successful completion of WT curriculum with a C or better; WT instructor letter of rec; rec from SBI Chairperson	9
Police Science and Law	SUNY Canton	TBD	Satisfactory completion of WT program	"Open Door" Agreement
Police Science and Law	SUNY Farmingdale (Farmingdale State University of New York)	CRJ100 Intro to Criminal Justice	must receive a WT Certificate of Completion; WT instructor letter of rec	3
Professional Health Careers	Dowling College	BIO XXXXA-6 credits SCO XXXXA-6 credits to be applied to any degree program	must receive a WT certificate of completion with a 90% attendance rate; WT instructor letter of rec, must have NYS DOH nurse aide certification, must meet all Dowling college entrance requirements	up to 12
Professional Health Careers	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD
Professional Health Careers	SBI Campus	MD150 Patient Care I; MD151 Patient Care II; MD240A Human Anatomy and Physiology; TC101A Intro to Computers	successful completion of WT curriculum with a C or better; WT instructor letter of rec; rec from Gibbs Chairperson	12
Professional Health Careers	SUNY Canton	TBD	Satisfactory completion of WT program	"Open Door" Agreement



Articulation Agreements (cont'd)

Professional Health Careers	Wilson Tech	reduced charge on entrance exam of \$50 for LPN, Surg Tech, and Sono. Tuition adjustment for waiver of Comm. And Study Skills portion of LPN and Surg Tech curriculum	Successful completion of PHC course; WT letter of recommendation	Eligibility determined by Health Office; amount of tuition waiver to be determined based on amount of tuition at time of program entry.
Veterinary Assisting	SUNY Alfred State College	student will be awarded 6 Veterinary Technical Elective credits in Agruculture and Vet Tech Dep't	successful completion of WT curriculum with B+ or 85% average for each year of program, meet entrance requirements to SUNY Alfred, provide transcript and submit letter requesting credit to SUNY Alfred,	6 credits
Veterinary Assisting	SUNY Canton	TBD	Satisfactory completion of WT program	"Open Door" Agreement
Veterinary Assisting	SUNY Cobleskill	guaranteed admission to the Dept. of Animal Science; ANSC114 Canine Management; ANSC140 Small Animal Management	successful completion of WT curriculum with a certificate of completion and 90% attendance rate; must meet SUNY Cobleskill admission requirement for intended major; WT instructor letter of rec	4
Video Production	Art Institute of Pittsburgh, The	VP120 Video I	successful completion of WT curriculum with at least a B avg, be admitted to Institute within 12 months of graduation, portfolio review by Department Chair required	3
Video Production	Boston University	one CDIA foundation module	must graduate HS with a min B+ WT avg; must qualify for admission based on an interview; must apply within one year from applicant's graduation date	tuition credit of \$2000
Video Production	Five Towns College	VID101 TV Studio Foundations; VID102 Basic TV Production	successful completion of WT program (1 yr-VID101); 80avg; 1050 SAT; 80% attendance	6; tuition scholarships also
Video Production	New England Institute of Technology	COM110 Video Techniques/Studio I; COM124 ENG/EFP	>=B; acceptance for admissions; official transcript; must enroll within 1 yr of HS graduation	8



Articulation Agreements (cont'd)

Video Production	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD
Welding	Lincoln Technical Institute Premier East Windsor CT Campus	advanced standing TBD through Dean evaluation	must have a minimum of 80 average, receive a WT certificate of completion and teacher recommendation	To be determined upon transcript review
Welding	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD
Welding	SUNY Delhi College	WELD140 Blueprint Reading	WT instructor letter of rec; must successfully complete one semester at Delhi before articulated credit is awarded	3



Education Expo

Education Expo

Wilson Tech presents its annual college and career fair, “Education Expo”, in mid November each year. The “Expo” takes place on the Dix Hills campus. Students from all Tech campuses, as well as district high school students, are invited to attend and find out how they can continue their education/career training beyond high school. College admissions personnel and college representatives conduct presentations about the post-secondary school experience, college application process and financial aid. Institutions represented at Expo typically include:

The Art Institute	New York Institute of Beauty
Baltimore International College	New York Institute of Technology
City University of New York (CUNY)	Ohio Tech
The College of St. Rose	Polytechnic University
Connecticut Culinary Institute	St. John’s University
Culinary Academy of Long Island	Saint Joseph’s College
The Culinary Institute of America	SBI–Melville Campus
DeVry University	Southern New Hampshire University
Dowling College	Suffolk County Community College
Electrical Training Center of Long Island	Suffolk County Police Department
Engine City Technical Institute	SUNY Alfred
Fashion Institute of Design and Merchandising	SUNY Cobleskill
Five Towns College	SUNY Delhi
The International Culinary School at the Art Institute of Philadelphia	SUNY Farmingdale
International Yacht Restoration School	SUNY Geneseo
Island Drafting and Technical Institute	SUNY Institute of Technology
Johnson and Wales	SUNY Maritime College
Laboratory Institute of Merchandising	SUNY Morrisville
Long Island University/C.W. Post College	SUNY Oswego
Lincoln Culinary Institute	United States Air Force
Lincoln Technical Institute	United States Army
Molloy College	Universal Technical Institute
Monroe College	University of New Haven
Morrisville State College	University of Northern Ohio
Nassau County Community College	Vaughn College of Aeronautics and Technology
New England Culinary Institute	Wilson Tech Adult Programs
New York Air National Guard	Wilson Tech Health Careers
New York College of Health Professions	WyoTech

Work-Based Learning

Work-based learning is based upon on-the-job observation and participation. Work-based learning can be acquired at Tech or at the home school.

At Tech:

All Wilson Tech programs include a work-based learning component. Within the Career and Technical Education classes, students have the opportunity to participate in Work-Study and Job Shadowing, Clinical Affiliations, On-site Clinics and the Automotive Youth Educational Systems.

Work Study Program

Based on teacher recommendations, second-semester seniors may participate in work-study. This allows students to work in a job related to their Tech program up to several days per week during their Tech time. Students must be legally employed and receive approvals from their home school and Tech counselors, parents and employer. Once all of the approvals are in place, a work/study coordinator visits the employer to verify employment. Pay stubs, evaluations and attendance verifications are kept on file. Working papers, available at the student's home school, are needed for those under 18. Transportation must be provided by the student.

Job Shadowing

Opportunities for internships and job shadowing are available and encouraged for students interested in enhancing their knowledge of careers. Students can work with their teachers, counselors, job placement and/or work study coordinators to arrange for this program.

Clinical Affiliations

Five of our CTE programs have a clinical or off site component added into the curriculum. Currently, students enrolled in Early Childhood Education, Nurse Assisting, Medical Assisting, Professional Health Careers and Medical Laboratory Assisting will spend several days per week at various related locations. This affords our students the opportunity to gain invaluable "hands-on" experience that enhances their overall learning and skill development. It is anticipated that additional programs will offer an off site experience in the coming years. On-site clinical experiences are available.

Automotive Youth Educational Systems (AYES)

This national school-to-work program, initiated in 1998 by General Motors is available within our automotive technology and automotive body repair programs. Job shadowing, interview techniques and resumé writing are available to all students. Select juniors will work part-time as a paid intern, with a mentor in the summer and during their senior year during Tech time. All placements are with area car dealerships and certified collision shops affiliated with a dealership.

At the Home School:

As a shared service, Wilson Tech provides work-based learning programs for district students staying at the home school. These programs include: Diversified Career and Technical Education or Cooperative Education and Internships.

Diversified Career and Technical Education (DCTE) or Cooperative Education

This program focuses on developing employability skills through related instruction and outside work experience. Students receive credit and wages for part-time work of the student's choice. Work hours are recorded on time sheets and credit is awarded based on the total number of hours worked. Classroom instruction covers job skills, interviewing, completing job applications, negotiating salary, and labor laws. A growing area in DCTE is with the special education population. A work component is necessary for a student's transition plan.

Internships

Unpaid internships are offered to participating districts in exchange for credit:

- American Sign Language – Cleary School for the Deaf
- Communications – local radio stations (WBLL, WBAB)
- Health and Education – James E. Allen Schools
- Pre-Med – Huntington Hospital
- Pre-Veterinary Science – Caleb Smith Park or Sweetbriar Nature Preserve
- Wall Street Internship – local financial firms.
- Elementary Education–Building Blocks Developmental Pre-School

Leadership Organizations/Leadership Activities

Leadership Activities at Wilson Tech

Wilson Tech offers each student the opportunity to develop leadership skills through membership in several student leadership organizations.

The Wilson Tech chapters of SkillsUSA, Future Farmers of America (FFA), and National Technical Honor Society (NTHS) are endorsed by the NYS Education Department and affiliated with both the NYS and national organizations. These organizations represent industrial, technical, agricultural and health careers for students.

SkillsUSA and Future Farmers of America (FFA)



Youth leadership organizations develop leadership ability, citizenship, and character development. SkillsUSA and FFA emphasize respect for the dignity of work, high standards in trade ethics, craftsmanship, scholarship, and safety on the job.

SkillsUSA and FFA are “professional” organizations which provide students an added dimension to their Tech education. This co-curricular program presents practical opportunities for the development of leadership ability. Industry-sponsored “Skill Olympic Contests” are held on local, regional, state, and national levels.

SkillsUSA and FFA are “professional” organizations which provide students an added dimension to their Tech education. This co-curricular program presents practical opportunities for the development of leadership ability. Industry-sponsored “Skill Olympic Contests” are held on local, regional, state, and national levels.

Membership in these national organizations includes more than 280,000 students, of which more than 12,500 are from New York State. SkillsUSA and FFA are among the largest national youth organizations in America. Wilson Tech strongly advocates membership for all students.

Membership dues are typically \$20 for the school year. A student’s career & technical education teacher will collect these dues during the first week of school or thereafter.

FFA membership is suggested for Equine Studies and Veterinary Assisting.

Renaissance Program

Wilson Tech’s Renaissance program encourages students to meet academic and attendance standards in their specific programs. Students who attain goals of academic performance, professionalism, and attendance receive special acknowledgement for their achievements.

National Technical Honor Society (NTHS)



This organization creates enthusiasm for scholarships, stimulates a desire to render service, promotes leadership, and develops character in the students at career and technical centers.

Wilson Tech students who maintain a 90% average, have 10 or less absences by the end of the third quarter, passed their related academic subjects, and are recommended by their instructor are eligible for membership in the NTHS. These outstanding students exhibit qualities in skilled workmanship, leadership, citizenship, honesty, and scholastic achievement. Membership includes up to three letters of recommendation for potential college(s) or employer(s).



Calendar 2011-2012

Wilson Tech Calendar

Updated annually, the Wilson Tech calendar provides the prescribed number of hours of instruction. Because we serve 18 school districts, there are occasional conflicts between our calendar and a component district's calendar. When Tech is in

session and the home school is closed or unable to provide transportation a student's absence will be unweighted. Notify Central Administration at 667-6000, x300, if this should occur.

DECEMBER 2011

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December 26 - 30 Winter Recess
(Christmas/New Year)

APRIL 2012

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

April 6 - 13 Passover/Easter Recess

NOVEMBER 2011

M	T	W	T	F
1	2	3	4	
7	{8}	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

November 8 Supt.'s Conference Day
11 Veteran's Day
24 - 25 Thanksgiving Recess

MARCH 2012

M	T	W	T	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(22)

OCTOBER 2011

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

October 10 Columbus Day

FEBRUARY 2012

M	T	W	T	F
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

February 20 - 24 President's Day/
Mid-Winter Recess

JUNE 2012

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 22 Regents Rating Day
22 Last Day of School

SEPTEMBER 2011

M	T	W	T	F
5	{6}	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 5 Labor Day
6 Staff Conference
7 First Day of School
29 - 30 Rosh Hashanah

JANUARY 2012

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2 Winter Recess
16 Martin L. King Day

MAY 2012

M	T	W	T	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

May 25 - 28 Memorial Day

- Sept. 5 Labor Day
- Sept. 6 Staff Conference
- Sept. 7 First Day of School
- Sept. 29-30 Rosh Hashanah
- Oct. 10 Columbus Day
- Nov. 8 Superintendent's Conf. Day
- Nov. 11 Veterans' Day
- Nov. 24, 25 Thanksgiving Recess
- Dec. 26-Jan. 2 Winter Recess
- Jan. 16 Martin Luther King Day
- Feb. 20-24 Mid-Winter Recess (Presidents Day)
- April 6-13 Spring Recess, Passover/Easter
- May 25, 28 Memorial Day
- June 22 Last Day of Tech
- June 22 Regents Rating Day

Holidays and recess periods may be subject to change based on the final adoption of a district's calendar.



Major Dates

Wilson Tech - Major Dates 2011-12

<u>Interim Periods End</u> 1 st Interim – October 3 2 nd Interim – December 6 3 rd Interim – February 10 4 th Interim – April 27	<u>Due in Tech Office by 9:00 AM</u> October 5 December 8 February 14 May 1	<u>Out to Districts</u> October 7 December 12 February 16 May 4	
<u>Marking Quarters End</u> 1 st Quarter – November 3 2 nd Quarter – January 13 3 rd Quarter – March 16 4 th Quarter – June 8	<u>Due in Tech Office by 9:00 AM</u> November 7 January 18 March 20 June 12	<u>Out to Districts</u> November 10 January 20 March 23 June 15	<u>Incomplete Grades Due</u> December 1 February 3 April 5
<u>CTE/GCTE/DCTE Guidance Advisory Council Meetings: Wednesdays*</u>			
2011: September 21 October 19 November 16 December 7 (Wilsonian Room)		2012: January 11 (Manor Plains) March 7 (Republic) April 18 May 23 (Wilsonian Room)	
*Unless otherwise noted, all GAC meetings are in Large Conference Room at Wilson Tech, Dix Hills – 8:00 a.m.			
<u>2011:</u>			
First Day of Classes	September 7	Wednesday	
Open House – All Campuses	September 20	Tuesday (day & evening) 9-10:30am, 12:30-2pm, 7-8:30pm	
Fall Technical Advisory Committees' Meetings	October 18	Tuesday (3-5pm)	
SkillsUSA/FFA Induction	October 25	Tuesday (6:30pm)	
Skills/USA Leadership Conference	November 6-8	Sunday through Tuesday	
Education EXPO	November 17	Thursday	
Holiday Board Dinner	December 1	Thursday	
Guidance Advisory Holiday Brunch	December 7	Wednesday	
Winter Recess	Dec 26 – January 2	Monday through Monday	
<u>2012:</u>			
Visitor Days – 1 st Session (AM)	Jan 31-Feb 2	Tuesday/Wednesday/Thursday	
Mid-Winter Recess	February 20 – 24	Monday through Friday	
Visitor Days – 2 nd Session (AM)	Feb 28-March 1	Tuesday/Wednesday/Thursday	
SkillsUSA Area VI Regionals, Farmingdale State	March 9	Friday	
PTA Night	March 20	Tuesday (7:00pm)	
Visitor Make-Up Day (AM)	March 22	Thursday	
Smaller Class Size Open House-Manor Plains	April 4	Wednesday (7:00pm)	
SkillsUSA NYS Competition, Syracuse	April 25-27	Wednesday through Friday	
Easter/Passover Recess	April 6-13	Friday through Friday	
2012-13 Applications Due	April 27	Friday	
NYS FFA Convention, VVS School, Vernon, NY	May 2-4	Wednesday through Friday	
National Technical Honor Society Induction	May 9	Wednesday (7:00pm) Elwood	
Spring Technical Advisory Committee Working Dinner	May 15	Tuesday (6:00-8:00pm)	
Open House	May 22	Tuesday (7-8:30pm)	
Student Awards Recognition	May 31	Thursday (6:30-8:00pm)	
Related Final Exams	May 29-June 4	Tuesday through Monday	
Tech Written Final Exams	June 5-7	Tuesday through Thursday	
Conflict Resolution/Make-up Exams	June 8	Friday	
Last Day of Tech	June 15	Friday	
Regents Exams	June 13-22	Wednesday through Friday	
SkillsUSA Nationals, Kansas City	June 24-30	Sunday through Saturday	
Wilson Tech Recognition Ceremonies	June 18	Monday WT/NPT/MP/Republic-HHHE (7:30)	
Wilson Tech Recognition Ceremony	June 19	Tuesday WT/DH-HHHE (7:30)	



School Conduct and Discipline Policy

Conduct and Discipline Policy at Wilson Tech

Policy Statement

Western Suffolk BOCES is committed to providing a safe and orderly educational environment where students receive educational services without disruption or interference and BOCES personnel deliver quality educational instruction. Western Suffolk BOCES is also committed to maintaining a climate of mutual respect and dignity in the schools to promote learning within a safe environment. Responsible behavior by students, teachers, other BOCES personnel, parents and visitors is essential to achieving these goals.

The Western Suffolk BOCES Board has a long-standing set of expectations for conduct on school

property, at school functions, and while traveling to and from school and school events. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. Unless otherwise indicated, this Code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

Copies of the entire Code of Conduct for Western Suffolk BOCES may be obtained from any Building Administrator or by calling 549-4900, ext. 224.



Center for Alternative Education (CAE)

The Center for Alternative Education, located at Wilson Tech's Dix Hills Central Campus, offers unique programming for "at risk" students. Programs are available in conjunction with Career & Technical Education.

Alternative High School Equivalency Program

This is a state-approved alternative which provides students, between the ages of 16–21 years old, the opportunity to achieve the New York State High School Equivalency Diploma. Eligible students are those who cannot earn the number of credits necessary to receive a local diploma or Regents credit.

Program Components:

- GED Test Preparation
- Career & Technical Education
- Assessment, Counseling, Work Experience
- Child Care and Parenting Education
- Basic Skills Instruction (as needed)

Hours depending on your home district:

7:50 AM–10:35 AM (early)

11:30 AM–2:15 PM (early)

8:10 AM–10:55 AM (late)

11:50 AM–2:35 PM (late)

Alternative High School Equivalency Program/Bilingual Components

This is a state approved alternative which provides students between the ages of 16–21 years old, of limited English proficiency, the opportunity to achieve the New York State High School Equivalency Diploma in Spanish with English proficiency. The program offers the same components as the Alternative High School Equivalency Program. Half day VESL program is available for non or limited English speaking students.

Hours depending on your home district:

7:50 AM–10:35 AM (early)

8:10 AM–10:55 AM (late)

11:30 AM–2:15 PM (early)

11:50 AM–2:35 PM (late)

Alternative High School Program

The Alternative High School provides "at risk" students the opportunity to complete their high school education with a high school Regents diploma granted by their home district. Students may earn 6 academic credits, (exclusive of Career & Technical Education) and meet Physical Education requirements.

Program Components:

- Academic Instruction
- Career & Technical Education
- Child Care and Parenting Education
- Career and Personal Counseling
- Regents/RCT Remediation
- Online courses

Hours: CTE Session: 7:50/8:10AM–10:35 AM,

CAE Session: 10:35AM–2:35PM

For more information call 667-6000 Ext. 304

Services for Parenting Teens

This supportive program gives pregnant or parenting teens an opportunity to work toward their High School Diploma. Academic instruction is offered in the alternative high school, alternative high school equivalency program or 9th Grade Turn Around class. Daycare services are provided as well as parent education. Students also attend a career/technical class for half of their day.

Resource Room

Resource room support is available to students attending the Center for Alternative education. This service is offered for an additional fee.

Ninth Grade Turn Around Program

Students who are entering the ninth grade for the first time and who are failing or at risk of failing in academic areas are eligible for this one-year program. The program, housed in a specially designed, self-contained area at Wilson Tech, Dix Hills, aims to prepare the student to return to a regular classroom schedule at the student's home school for 10th grade. Courses include: English, math, science, global history and geography, and physical education as well as study skills, decision making and basic skills remediation. Electives include: Health, Introduction to Technology and Art.



Online Courses

Online High School

With a connection to the internet, high school students can now complete or supplement their high school education at their own pace. Wilson Technological Center's Online Courses for High School Students offers online courses ranging from credit recovery to Advanced Placement.

With our online learning program, your students can:

- Choose when and where to study.
- Make-up missed credits to graduate on time.
- Solve scheduling conflicts.
- Accelerate to complete high school early.
- Review for SAT and AP exams.
- Take AP or other courses not offered.
- Study while on medical leave.

School districts can add online courses that meet NYS Learning Standards to their own curriculum through an agreement with Western Suffolk BOCES. Take a minute to see how easy it is to navigate our site. At www.onlinehs.org you will find courses that students can use in three ways:

VIRTUAL

Online courses provide 'anytime and anywhere' learning. Students can complete course material at their own pace in the comfort of their own home, in your school's library, or any remote location. Courses are available 24/7.

HYBRID

Under this option, online courses with quizzes and homework assignments are offered in a classroom setting. Students can also access material from home. Hybrid courses can be utilized in a computer lab environment where a group of students take individualized courses that are proctored by one teacher.

TRADITIONAL

Teachers in a traditional classroom setting can add an online component that incorporates related course material, practice tests and homework assignments.

Are online courses different?

Online courses are no different than traditional courses other than in delivery. Course content, length, and assignments are the same as those that districts expect from courses in your high school. Grades, credits, and exams are also the same as traditional courses.

Credit

When students complete all assigned work, recommendation for credit is made to the home school. Credit determination, however, is the sole prerogative of the home school district.

What is needed to enroll?

After the district has committed to enrollment, interested students must speak to their home school's guidance counselor. Districts can link www.onlinehs.org to the website of the district or the high school. Once registered, students need only a password, user ID, and internet connectivity to begin an online course.

Support

Western Suffolk BOCES offers technical support that is just a phone call or email away. A guidance counselor is also available to work in conjunction with the home school guidance counselor.

Textbooks

Most courses include an online textbook. Textbooks are not included for AP courses and some elective courses.

Credit Recovery

A diagnostic-driven credit recovery course provides another opportunity to students who did not succeed the first time in the course. Students must demonstrate their knowledge in each learning unit. If they demonstrate competency in the unit assessment, they will continue with the next unit. If they do not demonstrate competency, they must complete the entire unit before they attempt to demonstrate competency again.

Frequently Asked Questions

We have compiled answers to your questions, information about student responsibilities and grade reporting at www.onlinehs.org.

Make BOCES Your Partner for Online Education

- Requires minimal district management
- Provides state-certified NYSED teachers
- Offers curriculum and technical support via email and phone calls
- Includes course development, assessment and grading handled by seasoned, NYS certified educators
- Permits views of student progress anytime, anywhere through custom reports and time monitoring
- Helps all high school students, including home bound and home schooled students, to complete



Online Courses (cont'd)

or supplement their high school education in an engaging, dynamic online format

- Expands your course offerings by using online instruction for courses that have low enrollment
- Classes available 24/7, 365 days/year
- Weekly progress reports

Cost

Take advantage of our expertise and experience in online learning. Save development and management costs by becoming a partner in our Online Courses for High School Students.

Partnership includes:

- Block of 25 one-semester passwords (includes any combination of online courses for high school students). Unused passwords will rollover.
- Set-up and training fee
- User guide in Word format for you to provide to your students
- Unlimited phone support
- Student welcome letter template

Call for pricing, 1-888-972-6237

Here's a sampling:

Career Planning

Career Planning: 1 Semester

English

English 9, 10, 11, 12: 2 Semesters each

Language Learning

French 1 & 2: 2 Semesters each

German 1 & 2: 2 Semesters each

Spanish 1 & 2: 2 Semesters each

Mathematics

Algebra 1: 2 Semesters

Consumer Math: 2 Semesters

Integrated Math: 2 Semesters

Pre-Algebra 1: 2 Semesters

Precalculus 1: 2 Semesters

Geometry 1: 2 Semesters

Miscellaneous

Physical Education

Health

Science (Labs have to be provided by the high school)

Chemistry 1: 2 Semesters

Astronomy: 1 Semester

Earth Science: 2 Semesters

Health Science 1: 1 Semester

Physics 1: 2 Semesters

Living Environment–Biology 1: 2 Semesters

Social Studies

Civics: 1 Semester

Macroeconomics–Economics: 1 Semester

Introduction to Psychology: 1 Semester

Global History 1 & 2

Government & Genocide: 1 Semester

Sociology: 2 Semesters

US History–American History: 2 Semesters

Study Review

GED Prep: Online

SAT PREP: 1 Semester

Technology

Web Design: 1 Semester

Advanced Placement®

AP American History

AP Art History

AP Biology

AP Calculus AB

AP Calculus BC

AP Chemistry

AP Computer Science A

AP English Language & Composition

AP English Literature & Composition

AP Environmental Science

AP European History

AP French Language

AP Macroeconomics

AP Microeconomics

AP Physics B

AP Psychology

AP Spanish Language

AP Statistics

AP US Government

AP US History

AP World History

View our complete course list
at www.onlinehs.org/courses.cfm



Equivalent Attendance Services

Equivalent Attendance Services

Western Suffolk BOCES offers a comprehensive array of programs for out-of-school youth, ages 17–20, through equivalent attendance services. Call 667-6000, ext. 364 for information regarding:

- Adult Basic Education (ABE)
- General Equivalency Education (GED)
- English as a Second Language (ESL)
- Career & Technical Education
- Family Education
- School-to-Career Transition
- Job Placement
- Life Skills
- Child Care/Parenting



Career Opportunities for Adults (ages 18 and older)

Wilson Technological Center offers more than 400 courses for adults to learn skills necessary for entering the job market for the first time, changing careers, or advancing in their present job. Evening and weekend classes are held at Tech's four campuses and neighborhood locations in Western Suffolk County. Call 631/667-6000, x320 for the current course catalog or visit www.wilsontech.org/adult.

Part-time Programs at Wilson Tech

Wilson Tech offers part-time programs for adults during the day and evening for these careers:

- Health
 - CPR & First Aid
 - Health Career Foundation Courses
 - Hospital Admission Clerk
 - Medical Office Coding & Billing
 - Nursing, Adv. Opportunities
 - Patient Care Technician
 - Personal Trainer
 - Pharmacy Technician
 - Physical/Occupational Therapy Aide
 - Prep Classes for Pre-Entrance Exams
- Appearance Enhancement
- Automotive
- Business & Office Skills
 - Train the Trainer
- Commercial Driver License
- Computers
 - Basics
 - Certified Internet Webmaster
 - Cisco Academy
 - Computer Programming
 - Computer Repair/Electronics
 - Social Networking for Business
- Construction
- Culinary Arts
- Defensive Driving
- Drafting
- Electrical
- Floral Arts
- Heating, Ventilation, Air Conditioning (HVAC)
- Home Inspection License
- Home Inspection Continuing Education
- Interior Design & Decoration
- Landscape Design
- Sign Language
- Marine
- Media & Graphic Arts
- Online Learning
- Plumbing
- Real Estate
- Security & Investigation
- Sewing
- Customized Training for Businesses
- Veterinary Assisting Animal Care
- Welding
- Yoga & Dance
- Guitar

Career & Technical Education

In addition to the part-time evening courses for adults in Continuing Career & Technical Education, Western Suffolk BOCES provides intensive, full-time day and evening programs for adults in more than 40 career areas such as aircraft maintenance technology, computers, health and various construction trades. The Adult Reduced Tuition program places a few adults who wish to attend vocational courses during the day in high school classes. Job development activities and assistance in job placement is included. For more information, call 631/667-6000, x114.

Full-time programs at BOCES:

Western Suffolk BOCES offers these full-time programs for adults.

- | | | |
|---------------------|-------------------------------|--------------------|
| Aircraft Technology | Automotive Technology | Cosmetology |
| Esthetics | Diagnostic Medical Sonography | Medical Assisting |
| Nurse Assisting | Practical Nursing | Surgical Technolog |

Aircraft Technology*

Prepare for the Federal Aviation Administration (FAA) certification in Airframe and/or Powerplant (A&P licenses). Career opportunities abound for certified aviation technicians.

This program provides both the hands-on experience and the related knowledge to service, repair and overhaul reciprocating and turbine engines and components, powerplant control systems, instrumentation, and induction and exhaust systems. You

will practice the skills you need in airframe and powerplant overhaul as you work under very rigid procedures and the close supervision of inspectors.

Three curriculum areas must be successfully completed to be eligible to take the Airframe and Powerplant Maintenance exams. They include: General, 400 hours; Airframe I and II, 755 hours; and Powerplant I and II, 755 hours. Upon successful completion of all exams, the candidates receive their FAA licenses.

*These BOCES' programs qualify for Title IV funding. Financial aid is available to those who qualify.



Career Opportunities for Adults (ages 18 and older) (cont'd)

Semesters begin September and January. Financial aid is available to those who qualify, call 631/261-3600 x214. Program is offered at Tech's Aviation Facility at Republic Airport in Farmingdale.

Automotive Technology*

Learn the theory and skills to make light or heavy duty repairs to the automobile. You will use up-to-date electronic and hydraulic equipment to precisely diagnose today's sophisticated automobile. In five months you can gain the skills you need for a satisfying career with many job opportunities and prepare for certification from the National Automotive Technicians Education Foundation (NATEF).

Tech's highly skilled instructors help you apply what they teach in class. You learn by doing!

NOTE: New students may begin on the first day of each module. Call 631/261-3600, x204.

Students must attend a 4-hour safety orientation workshop before they begin this program. Tuition includes auto tool kit. Course Curriculum includes:

- Electrical/Electronic systems (260 hrs)
- Engine Performance (260 hrs)
- Suspension and Steering Systems (150 hrs)
- Brakes (162 hrs)

Cosmetology*

For those with artistic flair, cosmetology offers a wide variety of opportunities. Learn care of the skin, hair, scalp, and nails in this 1,000-hour program as you prepare for NYS licensing. SO.CAP. USA® Hair Extension certification included. Students are required to purchase a cosmetology kit, designated uniform, and pay a NYS exam fee. Information about these purchases will be provided during the first class. New students can begin on the first school day of every month with approval of the counselor and instructor.

Esthetics*

Esthetics, the field of skin care and make-up, is now a specialty requiring a separate NYS license in Esthetics. This 600-hour course will cover anatomy and physiology, bacteriology, sterilization, structure and function of the skin, facial procedures, use of various machines, waxing, basic make-up techniques, and business practices. 30-hour Laser Hair Removal certification

included. Students will prepare for the State Board examination. Students are required to purchase a uniform and pay a NYS exam fee. Classes begin each month. New students can begin on the first school day of every month with approval of the counselor and instructor.

Diagnostic Medical Sonography*

Learn the fascinating field of sonography including OB/GYN, abdomen, vascular, echo and breast ultrasound. This 24-month program integrates basic sciences, medical sciences and instruction in Diagnostic Sonography with supervised clinical experience in hospitals and doctors' offices from Manhattan to Southampton. Students gain valuable hands-on experience in several three-month clinical rotations.

Successful completion of the program leads to a certificate that qualifies you to sit for any of the five registry examinations in Diagnostic Medical Sonography immediately upon graduation

Prerequisites: high school diploma or equivalent; a minimum grade of "C" in college level credit bearing courses in general physics, anatomy & physiology I & II, algebra, and English; and a satisfactory score on the pre-entrance examination. Graduates from other health programs are welcome to apply. Courses begin in July and have vacation during holiday periods.

This program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography.

Tuition: \$36,999 (subject to change July 1)

Fees: \$520 (approx.)

Textbooks, Uniform, Supplies: \$1,683 (approx.)

Financial aid is available to those who qualify. Call, 631-261-3600 x214.

Medical Assisting

Become one of the most versatile members of the health care team. A career in medical assisting/medical lab prepares you to work in physicians' offices, hospitals and clinics. Duties include running the front office, receptionist functions, bookkeeping, and filing. Assist the physician with examinations and treatments, medications,

*These BOCES' programs qualify for Title IV funding. Financial aid is available to those who qualify.



Career Opportunities for Adults (ages 18 and older) (cont'd)

perform EKG's and simple laboratory procedures. Study topics including hematology, urinalysis, phlebotomy, basic blood banking, and routinely performed chemistry tests. Daytime clinical experience provided in local medical offices and clinics. Textbook additional (www.wilsontech.org/bookstore). Prerequisite: basic computer skills, successful score on math and reading test, plus uniform and physical exam. Note: High school diploma or equivalent is required to sit for national certification exam. Exam will be given after program completion. Testing fee additional. Call 631/667-6000 x327 for an appointment to register and schedule test.

Nurse Assisting

Prepare to begin your nursing career as a nurse assistant. The program is approved by the NYS Education Department. Covers basic procedures in bedside nursing care, theory, medical ethics, and clinical supervision in a local health facility. Students who successfully complete this program will be eligible to take the Nurse Assistant Certification Examination which qualifies students for a listing in the NYS registry. Requirements: a completed physical examination form by the first day of class, purchase of designated uniform, original social security card, and fee of \$115 payable to the NYS Commissioner of Health for the state examination. Textbook additional (www.wilsontech.org/bookstore). Call 631/667-6000 x327 for an appointment for assessment with a career counselor.

Practical Nursing*

Learn the skills and knowledge necessary to be a valuable member of today's health care team. The School of Practical Nursing, located at Tech's Northport campus, helps prepare you for licensing as a practical nurse. The program is approved by the NYS Education Department. The low ratio of students to faculty allows many opportunities for individualized instruction.

For those planning to pursue additional training, Tech is affiliated with registered nursing programs

at Helene Fuld College of Nursing, Nassau Community College, Suffolk Community College, SUNY Farmingdale and Molloy College. Advanced placement is available in the Surgical Technology Program within one year of graduation.

Tuition: \$18,360 (subject to change July 1) a stethoscope and bandage scissors are included. Fees: \$460 (approx.)

Textbooks, Uniforms, Supplies: \$1,038 (approx.)

Financial aid available to those who qualify. Prerequisite: High school diploma or equivalent plus satisfactory score on pre-entrance exam. HE-GIS code 5209.20

Surgical Technology*

Learn to work closely with surgeons, anesthesiologists and registered nurses to provide direct patient care throughout surgery. Study setting up the operating room, prepping patients, the disease process and instrumentation. You will be assigned to a local health care facility to work under an experienced health care professional.

This program helps prepare you for employment in operating rooms, surgical offices, delivery rooms, emergency departments, physician and dentist offices, central supply services, cardiac catheterization clinics, tissue banks and ambulatory surgical care sites. Advanced placement is available in the Practical Nursing program within one year of graduation. Financial aid available to those who qualify. Accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting.

Tuition: \$15,749 (subject to change July 1).

Fees: \$377 (approx.)

Textbooks, Uniforms, Supplies: \$984 (approx.)

Financial aid is available to those who qualify. Call, 631-261-3600 x214.

Prerequisite: High school diploma or equivalent plus satisfactory score on pre-entrance exam.

*These BOCES' programs qualify for Title IV funding. Financial aid is available to those who qualify.



Career Opportunities for Adults (ages 18 and older) (cont'd)

Online Learning

More than 1200 courses are offered for online study. You may choose instructor-led courses that are taught by highly qualified professionals. Students are expected to attend a one hour chat session each week. There are also self-paced tutorials for those students who prefer independent study. You will receive a password valid for 6 months. Cyber tutors explain each lesson in regular audio lectures. You will find more information at our website: www.careerlearn.org or call us at: 1-888-972-6237.

Literacy Programs

Western Suffolk BOCES offers courses in Adult Basic Education (ABE) and General Education Development (GED). These classes are for those English speaking adults who want to advance to higher levels of learning. Grammar, vocabulary, reading, speaking and basic writing skills are stressed. Fundamental math concepts are reviewed. For more information, call 631/667-6000 x327.

ESL

The English as a Second Language (ESL) program helps non-English speaking people improve their English. Emphasis is placed on understanding, speaking, reading, and writing English as well as on citizenship and civic education.

Career Center at Wilson Tech

Adults wanting to find a better job, upgrade their skills, change careers, become self-sufficient, obtain a high school diploma, learn English or just manage their lives better can take advantage of the services of the Career Center. The Career Center is open to qualifying Suffolk County residents. For more information about any of the following services, call 631/667-6000, ext. 327.

Individual/Group Career Counseling

Career Planning sessions are available for adults on an individual or group basis. Counselors at the Center can help adults determine a career path based on each person's interests, abilities, and skills. Adults can also receive help in preparing a resume, improving job interview skills, and learning how to find a job.

Services

Child Care

Western Suffolk BOCES offers a licensed child care center at Wilson Tech's Dix Hills campus for infants, toddlers and pre-school children of eligible parents who are studying at Tech. For more information, call 631/667-6000, ext. 304.

Transportation/Shuttle Bus Service

Transportation is available to all eligible adults who are participating in a program at Wilson Tech. Call 631/667-6000, x 327 for a complete listing of the shuttle bus service.

Financial Aid

Grant funds, tuition assistance and loans may be available for qualified students. In order to receive federal or state aid, students must meet the following criteria:

1. be a US citizen or eligible non-citizen and
2. be enrolled as a regular student in one of the following programs: Practical Nursing, Aircraft Maintenance Technology, Surgical Technology, Diagnostic Medical Sonography, Esthetics, Cosmetology and Automotive Technician Training

For more information, assistance and to discuss additional eligibility requirements please contact the Financial Aid office at 631/261-3600 x214.



Tech Updates

Online Attendance Reports

Daily and weekly attendance reports are available online for career and technical education secondary programs. Our password protected website is accessed accordingly:

- Go to our website: www.wilsontech.org
- Click on: Guidance Counselors
- Enter your username, password and login

You will then be brought to a screen containing the daily and weekly reports for your district. Daily reports will appear the day following the absence: weekly reports the Monday following the end of the week. The format of these reports are identical to the paper reports you currently receive.

You may contact the Assistant Director's office at 667-6000, x300 to obtain your high school's username and password. We encourage you to take advantage of this user-friendly means of quickly and efficiently following up on a student's attendance. However, unless otherwise notified, we will continue to transmit paper reports via mail and/or fax.

Administrators' & Guidance Counselors' Resource Guide

The Administrators' & Guidance Counselors' Resource Guide, commonly known as "The Handbook" is available via the web. Extensive topics, in addition to our programs and policies, are addressed in this helpful guide. To access our website:

- Go to: www.wilsontech.org
- Click on: Guidance Counselors
- Click on: Administrators' & Guidance Counselors' Handbook

Electronic Submission of Forms

Student Application, Report of Change in Student Status, and Request for Academic Services forms are available to be filled-out and submitted online.

- Go to our website: www.wilsontech.org
- Click on: Guidance Counselors
- Enter your username, password and login
- Click "Tech Forms" in the left hand sidebar

Virtual Tour

A virtual tour of Tech programs can be viewed at www.mytechnow.org