

# Wilson Tech

## Administrators' & Guidance Counselors' Handbook

2009–10

Wilson Technological Center  
17 Westminister Avenue  
Dix Hills, NY 11746  
(631) 667-6000  
[www.wilsontech.org](http://www.wilsontech.org)  
[www.mytechnow.org](http://www.mytechnow.org)



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Chief Operating Officer and  
Deputy Superintendent  
Kenneth R. Burr  
Executive Director, Career & Technical Education  
Nancy Kelsey  
Assistant Director, Career & Technical Education



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

# Foreword

Dear Colleague,

Welcome to Wilson Tech! Guidance counselors and administrators often field questions about career and technical education from students and parents. We hope you will find this handbook to be a useful resource. We have attempted to provide a comprehensive reference about our career and technical education programs. Information regarding the new regents graduation requirements is included along with details about each of our secondary career and technical education programs and general career and technical education programs. Additionally you will find explanations about registration, academic assistance, special programs and services, student organizations, college credits and job placement.

We are here to help you serve your students and address their needs. Your comments and suggestions are always appreciated. We are proud of our positive working relationship with each component district and are thankful for your continuing support. You can reach us as 667-6000, ext. 300. Please accept our best wishes for a productive school year.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Menzel". The signature is fluid and cursive, with a long horizontal stroke at the end.

Chief Operating Officer and  
Deputy Superintendent  
Western Suffolk BOCES

**Note:** Be sure to visit our websites at [www.wilsontech.org](http://www.wilsontech.org) and [www.mytechnow.org](http://www.mytechnow.org).

Wilson Technological Center  
Division of Career and Technical Education

**2009–2010 Campus Directory—Administrative/Guidance Staff**

Kenneth R. Burr	Executive Director	549-4900 x260, Fax: 623-4901
Nancy Kelsey	Assistant Director	667-6000 x300, Fax: 623-4949
	Admissions	667-6000 x300, Fax: 623-4949
Rhoda Berke-Kasner	Division Guidance	667-6000 x399, Fax: 623-4949
Renee Massari	Career Pathways/ Surf Tech Guidance	667-6000 x220, Fax: 623-4949

**Dix Hills Campus, Fax: 623-4904**

Ann Joseph	Principal	667-6000 x383
Daniel Loughran	Assistant Principal	667-6000 x384/385
Valerie Lambert	Guidance Staff	667-6000 x395/330
Michele Falco	Guidance Staff	667-6000 x305
Lisa Romanowski	Guidance Staff	667-6000 x395
Michelle Schweid	Twilight	667-6000 x230
Kelli Byrnes	Job Placement	667-6000 x114/115

**Adult Learning, Fax: 623-4903**

Debra Montaruli	Principal	667-6000 x 320
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**Center for Alternative Education, Fax: 623-4904**

Chris Jackson	Assistant Principal	667-6000 x304
Michelle Schweid	Alternative High School	667-6000 x230
Mirissa Brown	9 <sup>th</sup> Grade Program/Alternative HS	667-6000 x261 PM x231
Barbara Senzon	Alternative High School Equivalency Preparation (AHSEP)	667-6000 x232

**Thomas School of Horsemanship Equestrian Center**

Eileen Anetrella	Principal	754-2900
Jacqueline Gordon	Guidance Staff	757-9274

**Manor Plains Campus, Fax: 623-4909**

Eileen Anetrella	Principal	754-2900
Jacqueline Gordon	Guidance Staff	757-9274
Debra Joseph	Guidance Staff	757-9274
Denise Porzio	Guidance Staff	757-9274

**Northport Campus, Fax: 623-4907**

Karen Bowden	Principal	261-3600 x200
Maureen Mitchell	Guidance Staff	261-3600 x201
Kathleen Baker	Administrator, Health Careers	261-3600 x219

**Aircraft Facility at Republic, Fax: 623-4906**

Karen Bowden	Principal	261-3600 x200
John Colandrea	Assistant Principal	752-1957
Jan Fine	Guidance Staff	752-1957

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# 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 a minimum of one unit of credit in 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.**



# Career & Technical Education

## **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.




# Career & Technical Education

## Cross Contract Information

Students from outside the Western Suffolk BOCES district 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	<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <b>CROSS CONTRACT FOR BOCES SERVICES</b> </div>
<b>PART I: To be completed by district requesting cross contract</b>		
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 _____		
<b>FORWARD TO LOCAL BOCES DISTRICT SUPERINTENDENT</b>		
<b>PART II: To be completed by local BOCES District Superintendent</b>		
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: _____		
<b>FORWARD TO DISTRICT SUPERINTENDENT OF BOCES REQUESTED TO PROVIDE SERVICE</b>		
<b>PART III: To be completed by BOCES District Superintendent providing cross-contracted service</b>		
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. Please see below regarding anticipated sessions and locations for each program.

To accommodate the numbers of students enrolled in campuses with dual programs, those students from high schools in Huntington and Smithtown townships will be enrolled in Auto Technology, Certified Personal Trainer, Cosmetology and Nurse Assisting at the North Shore campus at Northport. Those students from high schools in the Babylon Township will be enrolled in Auto Technology and Cosmetology at the Dix Hills Campus. Certified Personal Trainer, Nurse Assisting and Police Science and Law students will attend classes at Republic Airport campus in Farmingdale. Police Science and Law students in the Huntington and Smithtown township will attend classes at the Manor Plains campus in Huntington.

## Wilson Tech Program Sites

### Central Campus - Dix Hills

667-6000, Fax 623-4904 x385

Ann Joseph, Principal

Assistant Principals:

Christopher Jackson

Dan Loughran

Administrative Assistant/Office

Technology	AM
Advertising Art	AM/PM
Audio Production	AM/PM
Auto Body Repair	AM/PM
Auto Technology	AM/PM
Carpentry	AM/PM
Computer Networking & Repair/ Technical Electronics	AM/PM

Construction Electricity	AM/PM
Drafting/Computer Aided (CAD)	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
Photography	AM/PM
Professional Health Careers	AM/PM
Video Production	AM/PM
Web and Internet Technology	AM/PM
Welding	AM/PM

### Equestrian Annex - Melville

Eileen Anetrella, Principal 754-2900

Equine Studies	AM/PM
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### Manor Plains Campus - Huntington

754-2900, Fax 623-4909

Eileen Anetrella, Principal

Early Childhood Education & Care	AM/PM
Floriculture	AM/PM
Marine Technology	AM/PM
Police Science and Law	AM/PM
Veterinary Assisting	AM/PM
For Small Class Programs (15:1:1) please see back of handbook.	

### Wilson Tech Aviation Facility

#### Republic Airport - Farmingdale

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

John Colandrea, Asst. Principal, 752-1957, Fax 623-4906

Aircraft Maint. Technology	AM/PM
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

Auto Technology	AM/PM
Cosmetology	AM/PM
Nurse Assisting	AM/PM
Diversified Career & Technical Education	AM/PM



# Twilight Session

Wilson Tech's Career and Technical Education "Twilight Session" courses are offered only at the Dix Hills Campus.

## Who Can Attend

The Twilight Program provides enhancement or certification courses for students. The program also meets the needs of students with scheduling conflicts and those seeking to explore career options. Students wanting to complete an extended sequence in one year may attend both regular and twilight sessions.

## Session Time

2:45–4:15 PM - Monday through Thursday

## Number of Units/Credits per full year

2 credits (Twilight)

.5 credit (Cisco)

## What Courses are offered?

(See following page for course descriptions)

### Dix Hills Campus:

- Administrative Assistant
- Automotive Technology
- Cisco Networking Academy
- Computer Networking
- Culinary Arts
- Drafting/ CAD
- Fashion Merchandising/ Design
- Graphic Design/Advertising
- Health Careers
- Heating/Ventilation/Air Conditioning (HVAC)
- Nail Care/ Introduction to Cosmetology
- Web & Internet Technology
- Welding

## Career-Related Academic Subjects

There are no "pull out" academic subjects available during the Twilight Session. The only integrated course is Career and Financial Management.

## Pupil Transportation

Twilight session students may be transported via a PM Tech shuttle bus from campus-to-campus or their home school. Upon return, students may be transported to their home school (in time for late busses) or directly to their home. With advance parking permission and a senior driver's license, students may provide their own transportation.

BOCES shuttle transportation is available for Twilight Session students by request at no cost to district.

## How do students apply?

To enroll students in any of these programs, use our standard application, designating "TWL" for "Twilight" in the session box.

# Twilight Session Descriptions

## Administrative Assistant

Students will develop the skills and knowledge related to the field of data and computer operations. Students will use keyboarding skills to develop business applications. Word processing, database, spreadsheet, and the Windows operating system are emphasized.

## Automotive Technology

Students will explore various aspects of vehicle maintenance including basic 4 stroke/cycle theory, basic auto maintenance (tune-up) and introductory auto body repair. Work on cars with the latest equipment.

## Cisco Networking Academy

Cisco provides course work for a complete range of basic through advanced networking concepts from pulling cable, through such complex concepts as subnet masking rules and strategies. Students having completed Cisco Level 1 or two semesters at a local Cisco academy can complete the requirements for semesters 1, 2, 3 or 4.

## Computer Networking

For students (including Wilson Tech students in Computer Information Technology and Technical Electronics) with little or no network knowledge, this course begins with understanding of networking technology, with topics including the binary system, windows operating environment, and computer concepts, leading to enrollment in Cisco Networking Academy semesters 1–4.

## Culinary Arts

Students will develop cooking skills through actual work experience using standardized recipes. Students are expected to learn all basic and advanced techniques of food preparation, along with related safety, nutrition and sanitation requirements of New York State for restaurants, cafeterias and hospitals.

## Drafting/ CAD

In this course, students will learn to use traditional drawing tools, drafting instruments and sophisticated computer programs to design and prepare architectural renderings, models and site plans.

## Fashion Merchandising/ Design

Fashion Merchandising/ Design emphasizes both the theory of fashion and practical applications such as pattern design and clothing construction. Students will develop an understanding of the

fashion business, retailing, human relations and store management.

## Graphic Design/Advertising

Students can apply their artistic talents to develop your skills in illustrating, lettering, color selection, graphic design, animation and advertising using digital imaging tools and design board techniques. Excellent for students who are interested in artistic/visual design or want a creative experience working with computer design software and graphic design tools.

## Health Careers

Students will develop the skills, attitudes and knowledge necessary to care for the sick in health care institutions and private homes. In addition a variety of health careers will be introduced. Successful completion of this course will permit students to take the NYS Nurse Assistant Certification exam and the clinical component during the summer. An original social security card is required for the state certification exam.

## Heating/Ventilation/Air Conditioning (HVAC)

Students in the HVAC program will acquire the necessary skills needed to service and repair refrigeration, air-conditioning, heating and ventilation systems for home, business and industry.

## Nail Care/Introduction to Cosmetology

This course will help prepare students to obtain licensure as a Nail Technician. Students who complete the course can continue to study in the field to become a Licensed Cosmetologist or enter the workplace as a Nail Technician.

## Web & Internet Technology (Certified Internet Webmaster)

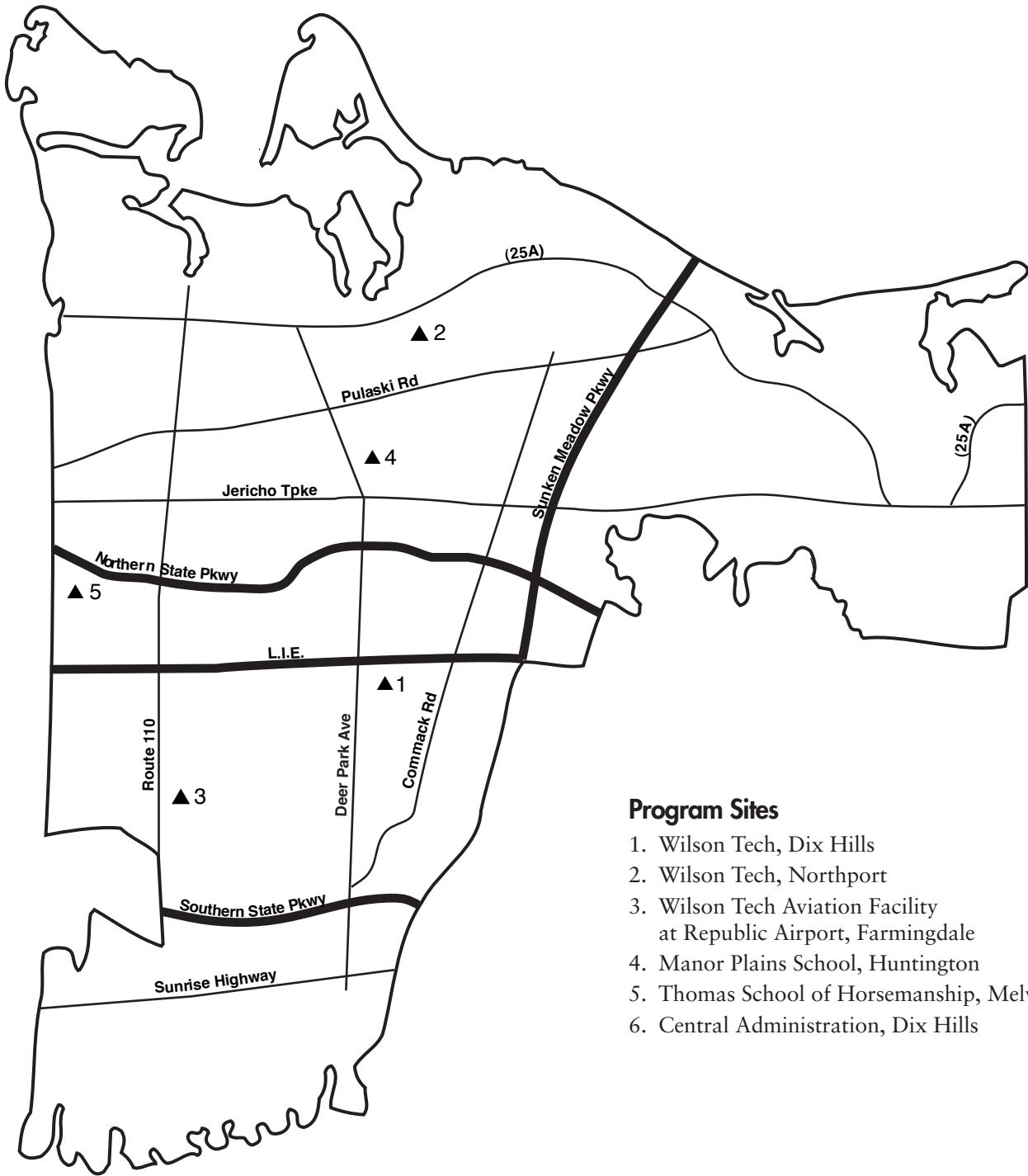
An introduction to Java, HTML, Visual Basic programming, Internet/Graphics, and Web page development and launching will interest students who are exploring a career in web technology. This two year enrichment course includes curriculum areas and prepares students for the CIW exam.

## Welding

Discover the ancient science of metallurgy as you study how to join and cut different metals. Work from blueprints using numerous welding processes. Build metal structures and fabricate repairs.



# Program Sites



## Program Sites

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

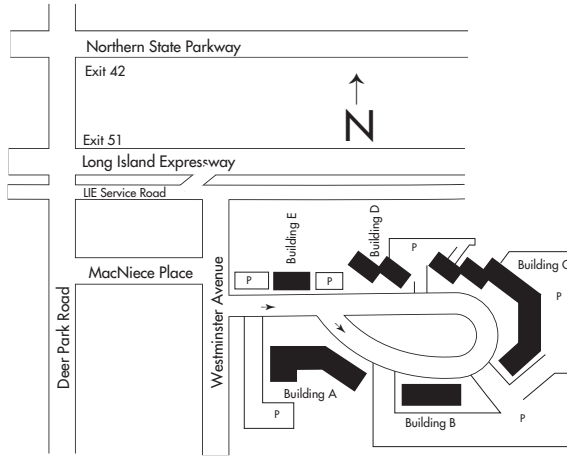


# Site Locations

## Wilson Tech, Dix Hills

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

- Administrative Assistant/Office Technology
- Advertising Art
- Audio Production
- Auto Body
- Auto Technology
- Carpentry
- Computer Networking & Repair/ Technical Electronics
- Construction Electricity
- Cosmetology
- Culinary Arts

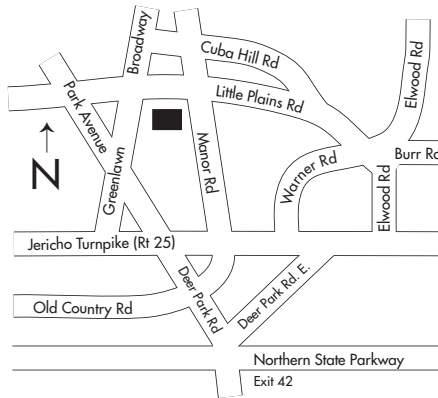


- Drafting-Computer Aided
- Fashion Merchandising/Design
- Heating/Ventilation/Air Conditioning
- Medical Assisting
- Medical Laboratory
- Photography
- Professional Health Careers
- Video Production
- Web and Internet Technology
- Welding

## Manor Plains School

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 & Care
- Electronic Manufacturing\*
- Food Services\*
- Health Aide\*
- Floriculture
- Life Skills\*
- Marine Technology
- Office Skills\*

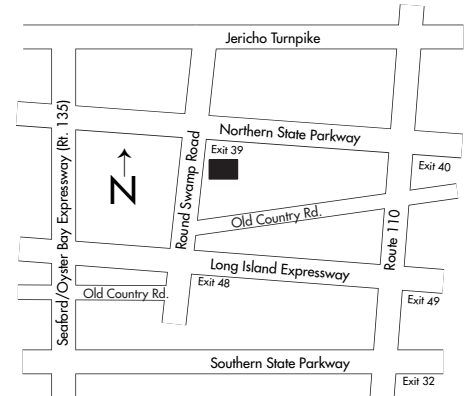


- Police Science and Law
  - Printing\*
  - Retailing\*
  - Veterinary Assisting
- \* Smaller Class Size

## Thomas School of Horsemanship

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

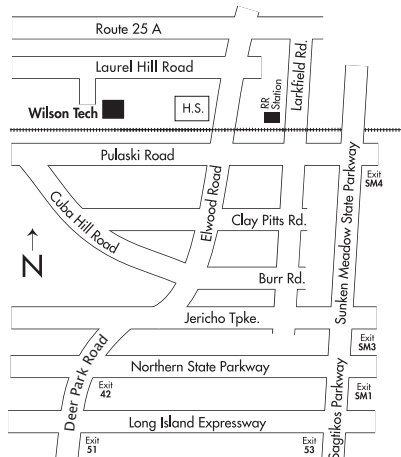
- Equine Studies



## Wilson Tech, Northport

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

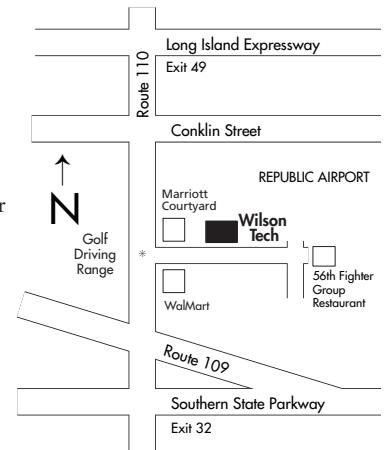
- Auto Technology
- Cosmetology
- Diversified Career & Technical Education
- Nurse Assisting



## Wilson Tech Aviation Facility at Republic Airport

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

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

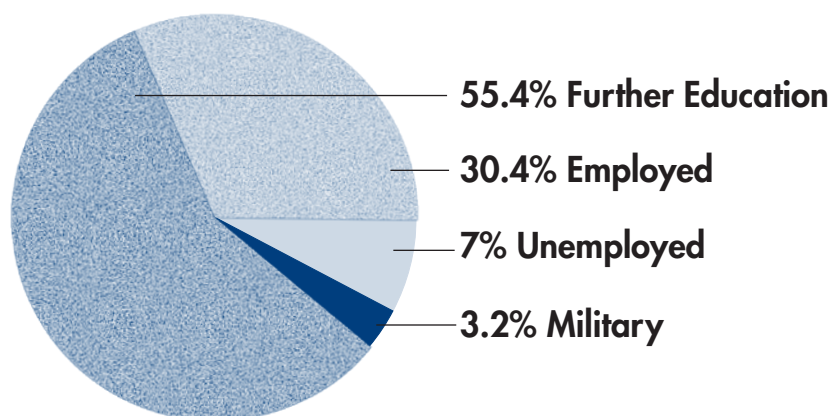




# Tech Graduates

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 2008? (Percentages are based on responses of those surveyed.)



Programs	Percent Employed	Percent Further Education	Percent Military	Percent Unemployed
<b>Construction Careers</b> Carpentry, Construction Electricity, Drafting/Computer Aided (CAD), HVAC (Heating/Ventilation/Air Conditioning), Welding	50.9%	33.3%	5.3%	7%
<b>Graphic &amp; Media Arts Careers</b> Advertising Art, Photography, Video Production	18.8%	64.6%	0%	10.4%
<b>Health Careers</b> Medical Assisting, Medical Laboratory, Nurse Assisting, Professional Health Careers	30.5%	61%	0%	6.1%
<b>Service Careers</b> Administrative Assistant/Office Skills, Certified Personal Trainer, Cosmetology, Culinary Arts, Early Childhood Education & Care, Equine Studies, Fashion Merchandising/Design, Horticulture/Floriculture, Police Science and Law, Veterinary Assistant	29.4%	55.9%	4%	5.5%
<b>Technical Careers</b> Computer Networking/Repair, Technical Electronics, Web & Internet Technology	20.7%	69%	0%	10.3%
<b>Transportation Careers</b> Aircraft Maintenance Technology, Auto Body Repair, Auto Mechanics, Aviation Science w/Flight, Outdoor Power Equipment Technology	29.9%	53.6%	5.2%	9.3%

Note: 3.9% of the Class of 2008 were unavailable or unable to work.



# Tech Graduates (cont'd)

## 2008 Tech grads work here:

AC Delco Garage  
Adventureland  
Al Delemo Plumbing  
Applebees  
Babylon Riding Academy  
Best Buy  
Bobbi Hair Design  
Boilmakers Union  
Cafora Family Medicine  
Carillon Nursing Home  
Construct./Welding Union  
Costco Warehouse  
Crest Hollow Country Club  
Dr. Bernstein  
Forever 21  
Friendly's  
Habberstad BMW  
Hair Guild

Hair Revue  
Home Depot  
Huntington Hospital  
King Kullen  
Lindenhurst Outboards  
Local 7 Union  
Luv My Pet  
Mavis Tire Center  
National Grid  
Our Lady of Consolation  
Outback Steakhouse  
Pauls Nursery  
Paumanok Construction  
Pier 1 Imports  
Presidential Plumb & Heat  
Salon Dimoda  
Sears Automotive  
Sector Microwave Ind.

Security Dodge  
Seven Gables Power Equip.  
South Oaks  
St. Johnland Nursing Home  
Starbucks  
Steelworkers Union  
Stop and Shop  
Studio 24  
Target Stores  
Ulta  
U.S. Army, Marines, Navy,  
Air Force, Reserves  
UPS  
Waldbaums  
West Islip Animal Hospital  
Willow Pet Hotel

## 2008 Tech grads enrolled in these colleges:

Adelphi University  
Baran Institute of Technology  
Branford Hall  
Briarcliff College  
College of New Rochelle  
CUNY  
De Vry Institute  
Dowling College  
Fashion Institute of Tech.  
Five Towns College  
Herkimer Comm. College  
Island Drafting & Tech  
Jackson State  
John Jay College

Johnson and Wales  
Katharine Gibbs  
Lincoln Tech–New Jersey  
Long Island Beauty Institute  
LI Culinary Academy  
Long Island University  
Molloy College  
Nassau Community College  
New England Tech  
NY Institute of Technology  
Ohio Tech  
Pace University  
Pratt Institute  
RI School of Design

Rochester Institute of Tech.  
School of Visual Arts  
St. John's University  
St. Joseph's College  
Suffolk Community College  
SUNY at Canton, Cobleskill, Delhi,  
Farmingdale, Fredonia, New Paltz,  
Old Westbury, Purchase, Stony Brook  
Universal Technical  
University of Hartford  
University of New Haven  
Vaughn College  
Western Suffolk BOCES

## Tech students win many scholarships for further study:

- 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



# 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.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <b>WILSON TECHNOLOGICAL CENTER</b>  <b>Progress and Employability Profile</b> </div> <div style="text-align: right; font-size: small;">page 1 of 2</div> </div> <p>Name _____ SS# _____</p> <p><b>GENERAL SKILL SUMMARY</b> Please rate the students based on their ability in the following general skill areas:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="text-align: center; font-size: x-small;"> <b>Outstanding</b>  <b>Above Average</b>  <b>Average</b>  <b>Below Average</b> </td> </tr> <tr> <td><b>Foundation Skills</b></td> <td></td> </tr> <tr> <td>1. Basic Skills - reads, writes, performs arithmetic and mathematical operations, listens and speaks</td> <td style="text-align: center;">□ □ □ □</td> </tr> <tr> <td>2. Thinking Skills - Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn and reason.</td> <td style="text-align: center;">□ □ □ □</td> </tr> <tr> <td>3. Personal Qualities - Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty. (this indicates the student's cooperation, punctuality and attendance)</td> <td style="text-align: center;">□ □ □ □</td> </tr> <tr> <td><b>Competencies</b></td> <td></td> </tr> <tr> <td>4. Identifies, organizes, plans and allocates resources.</td> <td style="text-align: center;">□ □ □ □</td> </tr> <tr> <td>5. Works with others.</td> <td style="text-align: center;">□ □ □ □</td> </tr> <tr> <td>6. Acquires and uses information.</td> <td style="text-align: center;">□ □ □ □</td> </tr> <tr> <td>7. Understands complex inter-relationships/systems.</td> <td style="text-align: center;">□ □ □ □</td> </tr> <tr> <td>8. Works with a variety of technologies.</td> <td style="text-align: center;">□ □ □ □</td> </tr> </table> <p><b>STUDENT WORK BASED EXPERIENCES/ACHIEVEMENTS</b> Student has participated in an off-site work-based experience: (Check all that apply)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">9. Job shadowing <input type="checkbox"/></td> <td style="width: 50%;">16. VICA <input type="checkbox"/></td> </tr> <tr> <td>10. Internship <input type="checkbox"/></td> <td>17. Renaissance <input type="checkbox"/></td> </tr> <tr> <td>11. Career field trip <input type="checkbox"/></td> <td>18. National Vocational Honor Society <input type="checkbox"/></td> </tr> <tr> <td>12. Pre-apprenticeship <input type="checkbox"/></td> <td>19. Other _____ <input type="checkbox"/></td> </tr> <tr> <td>13. Supported employment <input type="checkbox"/></td> <td></td> </tr> <tr> <td>14. Diversified occupational education <input type="checkbox"/></td> <td>Student has received the following honors/scholarships:</td> </tr> <tr> <td>15. Work/study <input type="checkbox"/></td> <td>_____</td> </tr> </table> <p><b>CAREER RELATED ASSESSMENTS/CERTIFICATIONS</b> Student has received the following Career Related Assessments/Certifications:</p> <p>20. Completion of industry-related assessment (training outline) <input type="checkbox"/></p> <p>21. Work/Field Experience: Location _____ Date _____ # Hours _____ Specify: _____</p> <p>22. Licensing /Certification Exam <u>NOCTI - ACF Certified Graduate Assessment</u> Score _____ Date Taken _____ Accrediting Agency <u>American Culinary Federation</u></p> <p><b>RELATED COURSEWORK</b> Student has completed the following related Career and Technical Education Courses: _____</p> <p style="font-size: x-small;">6/01 White: Student Yellow: Teacher Tag: School Administration</p>		<b>Outstanding</b> <b>Above Average</b> <b>Average</b> <b>Below Average</b>	<b>Foundation Skills</b>		1. Basic Skills - reads, writes, performs arithmetic and mathematical operations, listens and speaks	□ □ □ □	2. Thinking Skills - Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn and reason.	□ □ □ □	3. Personal Qualities - Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty. (this indicates the student's cooperation, punctuality and attendance)	□ □ □ □	<b>Competencies</b>		4. 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The rating for each task should reflect employability readiness rather than the grade given in class.</p> <p style="text-align: right;"><b>Rating Scale:</b> 3 Mastered—can work independently with no supervision 2 Requires Supervision—can perform job completely with limited supervision 1 Not Mastered—requires instruction and close supervision N No Exposure—no experience or knowledge in this area</p> </div> <p><b>SKILLS EVALUATION</b></p> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 25%; vertical-align: top;"> <b>A. PANTRY-GARDE MANGER</b>            1. Beverage preparation □ □ □ □            2. Identification of vegetable □ □ □ □            3. Salad preparation □ □ □ □                • appetizer □ □ □ □                • entree □ □ □ □                • dessert □ □ □ □            4. Dressings □ □ □ □            5. Basic garnishing □ □ □ □            6. Sandwich-cold □ □ □ □            7. Canapés/sandwiches □ □ □ □            8. 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Delicatessen □ □ □ □         </td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Teacher's Comments: _____          _____          _____</p> </div> <p style="font-size: x-small; margin-top: 10px;">I have examined the above evaluation and grant Wilson Technological Center permission to forward same to organizations and/or persons requesting this evaluation.</p> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 50%;">Student's Signature _____</td> <td style="width: 50%;">Teacher's Signature _____</td> </tr> <tr> <td>Date _____</td> <td>Date _____</td> </tr> <tr> <td>Parent's Signature _____</td> <td>Date _____</td> </tr> </table>	<b>A. PANTRY-GARDE MANGER</b> 1. Beverage preparation □ □ □ □ 2. Identification of vegetable □ □ □ □ 3. Salad preparation □ □ □ □ • appetizer □ □ □ □ • entree □ □ □ □ • dessert □ □ □ □ 4. Dressings □ □ □ □ 5. Basic garnishing □ □ □ □ 6. Sandwich-cold □ □ □ □ 7. 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# Visiting

## Come Visit Wilson Tech!

Prospective students are encouraged to visit Wilson Tech during their sophomore year. School orientations are scheduled from November through February and visits are scheduled during February and March. A make up visitors day is scheduled in April and an open house for prospective students is held in May or June. Orientations and tours for smaller class size programs may be arranged separately if requested. Should you have a

student whose request cannot be accommodated at the scheduled time, you may request that the student come for a 1/2 day and visit a class in session. The home school counselor must sign a permission form. Unauthorized visitations are not allowed. **Tech students may not bring friends or visitors to class unless a formal request has been made by the home high school.**

**Yes, I want to visit Wilson Tech**

Print Your Name: [Last Name] [Middle Initial] [First Name]

Print Address: [Street Address] [Town] [Zip]

[Home Telephone] [Cell Phone]

[Date of Birth] [Graduation Year]

Home School: \_\_\_\_\_

Date you will visit Tech: \_\_\_\_\_ You will be visiting during the morning session.

**Check One Box Only.** Additional visits may be scheduled, at any time, through your guidance counselor.

<p><b>Construction Careers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Carpentry (Dix Hills)<sup>17</sup></li> <li><input type="checkbox"/> Construction Electricity (Dix Hills)<sup>18</sup></li> <li><input type="checkbox"/> Drafting/Computer Aided-CAD (Dix Hills)<sup>19</sup></li> <li><input type="checkbox"/> Heating/Ventilation/Air Conditioning (Dix Hills)<sup>20</sup></li> <li><input type="checkbox"/> Welding (Dix Hills)<sup>21</sup></li> </ul> <p><b>Graphics &amp; Media Careers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Advertising Art (Dix Hills)<sup>22</sup></li> <li><input type="checkbox"/> Audio Production (Dix Hills)<sup>23</sup></li> <li><input type="checkbox"/> Photography (Dix Hills)<sup>24</sup></li> <li><input type="checkbox"/> Video Production (Dix Hills)<sup>24</sup></li> </ul> <p><b>Health Careers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Medical Assisting (Dix Hills)<sup>24</sup></li> <li><input type="checkbox"/> Medical Laboratory (Dix Hills)<sup>25</sup></li> <li><input type="checkbox"/> Nurse Assisting (Republic, Northport)<sup>26</sup></li> <li><input type="checkbox"/> Professional Health Careers (Dix Hills)<sup>26</sup></li> </ul> <p><b>Service Careers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Administrative Assistant/Office Technology (Dix Hills)<sup>15</sup></li> <li><input type="checkbox"/> Certified Personal Trainer (Republic)<sup>17</sup></li> <li><input type="checkbox"/> Cosmetology (Dix Hills, Northport)<sup>17</sup></li> <li><input type="checkbox"/> Culinary Arts (Dix Hills)<sup>28</sup></li> <li><input type="checkbox"/> Early Childhood Education &amp; Care (Manor Plains)<sup>29</sup></li> <li><input type="checkbox"/> Equine Studies (Thomas School of Horsemanship)<sup>30</sup></li> </ul>	<p><b>Service Careers (continued)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fashion Merchandising/Design (Dix Hills)<sup>24</sup></li> <li><input type="checkbox"/> Floriculture (Manor Plains)<sup>29</sup></li> <li><input type="checkbox"/> Police Science and Law (Manor Plains, Republic)<sup>29</sup></li> <li><input type="checkbox"/> Veterinary Assisting (Manor Plains)<sup>29</sup></li> </ul> <p><b>Technology Careers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Computer Networking and Repair/Technical Electronics (Dix Hills)<sup>16</sup></li> <li><input type="checkbox"/> Web and Internet Technology (Dix Hills)<sup>17</sup></li> </ul> <p><b>Transportation Careers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aircraft Maintenance Technology (Republic)<sup>28</sup></li> <li><input type="checkbox"/> Auto Body Repair (Dix Hills)<sup>3</sup></li> <li><input type="checkbox"/> Auto Technology (Dix Hills, Northport)<sup>3</sup></li> <li><input type="checkbox"/> Aviation Science/Flight (Republic)<sup>28</sup></li> <li><input type="checkbox"/> Marine Technology (Manor Plains)<sup>29</sup></li> </ul> <p><b>Smaller Class Size Programs</b> are available, for eligible students, at the Manor Plains campus. Auto Maintenance, Building Grounds/Maintenance, Building Trades, Cosmetology, Design &amp; Production Technology, Food Services, Electronic Manufacturing, Health Aide, Life Skills, Office Skills, Printing, Retailing.</p> <p><input type="checkbox"/> Check if you are interested in a smaller class size program. Follow up with your guidance counselor.</p>
---	--

9/09 White: Wilson Tech Yellow: District Pink: Student

**WILSON TECH** Wilson Technological Center is the career and technical education program of Western Suffolk BOCES.

**Yes, I want to visit Wilson Tech**

Print Your Name: [Last Name] [Middle Initial] [First Name]

Print Address: [Street Address] [Town] [Zip]

[Home Telephone] [Cell Phone]

[Date of Birth] [Graduation Year]

Home School: \_\_\_\_\_

Date you will visit Tech: \_\_\_\_\_ You will be visiting during the morning session.

**Check One Box Only.** Additional visits may be scheduled, at any time, through your guidance counselor.

- Auto Maintenance
- Building Grounds/ Maintenance
- Building Trades
- Cosmetology
- Design and Production Technology
- Electronic Manufacturing
- Food Services
- Health Aide
- Life Skills
- Office Skills
- Printing
- Retailing

9/09 White: Wilson Tech Yellow: District Pink: Student

**WILSON TECH** Wilson Technological Center is the career and technical education program of Western Suffolk BOCES.





# 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**

Career and Technical Education  
 General Career and Technical Education

HOME HIGH SCHOOL: \_\_\_\_\_  
 COUNSELOR: \_\_\_\_\_ DATE: \_\_\_\_\_

Admissions  
 Career & Technical Education  
 Wilson Technological Center  
 17 Westminster Ave.  
 Dix Hills, NY 11746

\_\_\_\_\_ was enrolled in the (first year) (second year) of the \_\_\_\_\_ Career & Technical Education program at Wilson Tech at his/her own request, and with the consent of his/her parents, the home school, and the local Board of Education. As a result of action of the student, and after due deliberation regarding sequence and graduation requirements by our counseling staff and the Pupil Personnel staff at Wilson Tech, he/she should be removed from the Career & Technical Education program with an effective date of \_\_\_\_\_.

**Please indicate drop reason below:**

<input type="checkbox"/> Student has moved from the district to new location: _____ M	<input type="checkbox"/> Insufficient motivation, no longer interested. I
<input type="checkbox"/> Academic scheduling conflict not resolved with Related Subjects at Wilson Tech. A	<input type="checkbox"/> Left school/Dropout. L
<input type="checkbox"/> Home school graduated. G	<input type="checkbox"/> Transferred to General Career & Technical Education (GCTE). Z
<input type="checkbox"/> Change in academic plans. C	<input type="checkbox"/> Home school attendance. S
<input type="checkbox"/> Working. V	<input type="checkbox"/> Failing grades. K
<input type="checkbox"/> Wilson Tech attendance. Y	<input type="checkbox"/> Medical. U
<input type="checkbox"/> Discipline. J	<input type="checkbox"/> Other (please indicate below) _____
<input type="checkbox"/> Transferred to Career & Technical Education (CTE). R	

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Home School Counselor Signature

\_\_\_\_\_  
Student Signature

---

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

11/06

*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 is the students' admission to the workplace. It indicates to the employer that the student has attained skill levels and met professional standards for his/her chosen area of study. 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. This policy allows no more than 18 absences in one year or no more than 36 absences overall within two years.

The awarding of certificates to students exceeding 90% attendance due to extenuating circumstances, will be limited to students with no less than 85% attendance: 27 absences for a 1-year

certificate of completion or 54 absences for a 2-year certificate of completion. 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 45.)

### Attendance Reports

A summary of weekly attendance is mailed to each district. A daily report is available via FAX; call 667-6000, ext 300 to request daily reports. Daily, weekly and year-to-date reports are also available on our password protected guidance counselors website, [www.wilsontech.org](http://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.

<b>Absence Reason</b>	<b>Absence Weight</b>
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
L = Legal	0
M = Make Up	0
N = Suspension	1
P = Visited Other Class	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 is awarded a quarterly grade or final average of less than 50%.

## Other Grades

INC - In Quarter Column indicates Incomplete (Grade will be adjusted within three (3) weeks.)

NG - In Quarter Column indicates 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 - Student did not take final exam. (Is computed in average as a score of 1)

P - Pass (numerical equivalent 80)

F - Fail (numerical equivalent 50)

NA - In Quarter Column indicated Non-Attendance for Quarter but NOT dropped by home school

Last Column: Total absences to date

Next to Last Column: Average to date, or Final Average

## 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
- 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

Interim reports are also reported for academic subjects completed at Tech which are not totally integrated.

Interim periods normally fall during the 5<sup>th</sup>, 15<sup>th</sup>, 25<sup>th</sup>, and 35<sup>th</sup> weeks of the program year. Tentative dates for the Interim Reports for 2009–2010 are:  
October 6, 2009  
December 2, 2009  
February 3, 2010  
April 21, 2010

## 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.

Quarterly grades reporting periods normally fall on the 10<sup>th</sup>, 20<sup>th</sup>, 30<sup>th</sup>, and 39<sup>th</sup> weeks of the program year. Tentative grade reporting dates for 2009–2010 are:  
November 4, 2009  
January 13, 2010  
March 17, 2010  
June 11, 2010

## Grade Reports

Transmitted by FAX or mail, grades are reported in summary report form to district representatives within 48 hours of the date the grades are due.

Grade reports include a numerical grade, anecdotal comments, and a summary of student absences for the quarter. A student's final grade is determined by calculating the average of four quarterly grades and the grade attained on the Wilson Tech comprehensive final exam. In all cases, the lowest possible grade or average a student may earn is 50%.



# 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

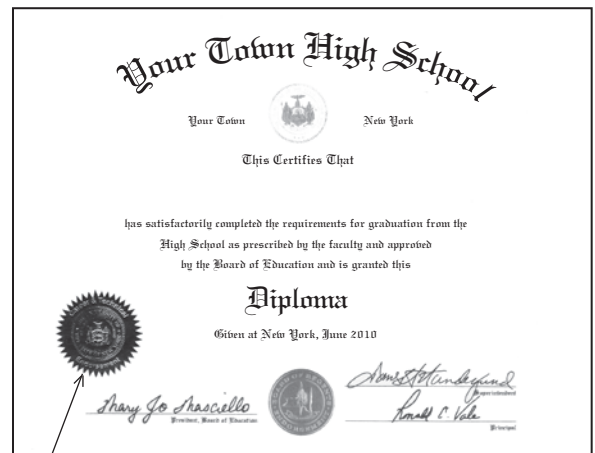
Fees for the certification exams are imbedded in the Tech tuition. There is no additional charge to the district or student.

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
Administrative Assistant/ Office Technology	Microsoft Office Specialist (MOS)	Microsoft Office Specialist (MOS)
Advertising Art	ADOBE Certified Expert	Nat'l Occupational Competency Testing Exam (NOCTI) - Advertising and Design Exam
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 Institute for Automotive Service of Excellence (ASE)	Nat'l Automotive Student Skills Standards Assessment - Automobile Service
Aviation Flight Science	Federal Aviation Administration (FAA)	Federal Aviation Administration (FAA) Private Pilot Written Knowledge Exam (PPWKE)
Aircraft Maintenance Tech.	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)	American Council on Exercise (ACE) - Personal Trainer



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

WILSON TECH COURSE	CURRICULUM CERTIFICATION	CERTIFICATION EXAM/STANDARDIZED ASSESSMENT
Computer Networking and Repair	Cisco Systems	COMPTIA Networking+ Certification Exam
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
Drafting/Computer Aided	American Drafting Design Associates (ADDA)	ADDA Architectural Exam Nat'l Occupational Competency Testing Exam (NOCTI) - Architectural Drafting
Early Childhood Education and Care	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
Floriculture	America Institute of Floral Design (AIFD) and NYS Nursery Landscape Association	Nat'l Occupational Competency Testing Exam (NOCTI) - Floriculture
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 Technology	Equipment and Engine Training Council (EETC) - Outdoor Power Equipment & Engine Service Association	2 Cycle Engine Test
Medical Assisting	American Association of Medical Assistance (AAMA)	National Center for Competency Testing Exam (NCCT)-Medical Assisting



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

<b>WILSON TECH COURSE</b>	<b>CURRICULUM CERTIFICATION</b>	<b>CERTIFICATION EXAM/STANDARDIZED ASSESSMENT</b>
Medical Laboratory	United Clinical Laboratory Practitioners; American Association of Medical Technologists	National Center for Competency Testing Exam (NCCT)–Phlebotomy Technician
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	Media West - Photo Seminars
Professional Health Careers	NYS Department of Health	NYS Nurse Aide Competency Exam Nurse Assisting Certification Exam (CNA)
Technical Electronics	International Society of Certified Electronics Technicians Comp/Tia	Nat'l Occupational Competency Testing Exam (NOCTI) - Electronic Technology Exam
Veterinary Assisting	North American Veterinary Technician Association	Animal Care Training (ACT) Exam
Video Production	InfoComm International	InfoComm - International Communications Industry Association (ICIA)
Web and Internet Technology	Certified Internet Web Professional Microsoft Office Specialist	Prosoft (Pearson Vue) - Certified Internet Webmaster - CIW Associate Exam Microsoft Office Specialist Exam (MOS)
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, MATH B (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 29](#).

## 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

PROGRAMS	TECH MATH	TECH SCI	ENG. 12	GOV/ ECO	ART	HEALTH	CFM	P. E	COMP APP
Admin. Assist/Office Tech.	X	X	X				X		X
Advertising Art	X	X	X	X	X		X		X
Aircraft Maintenance	X	X	X	X	X		X		X
Audio Production	X	X	X		X		X		X
Auto Body Repair	X	X	X	X			X		X
Auto Maintenance (MP)							X		X
Auto Technology	X	X	X	X			X		X
Aviation Science/Flight	X	X	X	X			X		X
Building & Grounds							X		X
Building Trades							X		X
Carpentry	X	X	X	X	X		X		X
Certified Personal Trainer	X	X	X			X	X	X	X
Comp Net & Repair	X	X	X	X			X		X
Construction Electricity	X	X	X	X			X		X
Cosmetology	X	X	X	X			X		X
Culinary Arts	X	X	X	X			X		X
Design & Production Technology							X		X
Drafting/CAD	X	X	X	X	X		X		X
Early Childhood Education & Care	X	X	X	X			X		X
Electronic Mfg							X		X
Equine Studies		X	X				X	X	X
Fashion Merch/Design	X	X	X	X	X		X		X
Floriculture	X	X	X				X		X
Food Service							X		X
Health Aide							X		X
HVAC	X	X	X				X		X
Life Skills							X		X
Marine Technology	X	X	X				X		X
Medical Assisting	X	X	X	X		X	X		X
Medical Laboratory	X	X	X	X		X	X		X
Nurse Assisting	X	X	X	X		X	X		X
Office Skills (MP)							X		X
Photography	X	X	X		X		X		X
Police Science	X	X	X	X			X	X	X
Printing							X		X
Prof. Health Careers	X	X	X	X		X	X		X
Retailing							X		X
Technical Electronics	X	X	X	X			X		X
Veterinary Assisting		X	X				X		X
Video Production	X	X	X		X		X		X
Web & Internet Technology	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.



# Credits/Units

## Awarding Credits for Academic & Career and Technical Education

While component schools determine the awarding of credit to their students, Wilson Tech recommends that a student who successfully completes a one-year course of study be awarded four and one half (4½) credits. This recommendation is based on the number of hours (or units) of instruction, however the final determination rests with the home school principal. Refer to the Integrated Programs Chart on [page 28](#) for status of integrated/pull-out programs.

COURSE TITLE	NUMBER OF CREDITS
<b>Art</b>	1 credit
<b>Career and Financial Management</b>	½ credit
<b>Computer Applications</b>	1 credit
<b>English</b>	
English 12/Technical Writing/Communication	1 credit
<b>Health/Parenting</b> (requirement)	½ credit
<b>Foreign Language</b>	
LOTE Spanish	1 credit
LOTE American Sign Language (ASL)	1 credit
<b>Math</b>	
Applied Math	1 credit
Technical Math	1 credit
<b>Science</b>	
Applied Science (Life Science)	1 credit
Technical Science (Physical Science)	1 credit
<b>Social Studies</b>	
Economics/Government (½ credit/½ credit)	1 credit
<b>Physical Education</b>	½ credit
<b>REGENTS PREP</b>	
<b>English</b>	
English Language Arts/Regents Prep	½ credit
<b>Math</b>	
Algebra/Regents Prep	½ credit
Algebra 2/Trigonometry/Regents Prep	½ credit
Geometry/Regents Prep	½ credit
Math B/Regents Prep	½ credit
<b>Science</b>	
Living Environment/Regents Prep	½ credit
Physical Setting/Chemistry	½ credit
Physical Setting/Earth Science/Regents Prep	½ credit
<b>Social Studies</b>	
Global History & Geography/Regents Prep	½ credit
US History and Gov't/Regents Prep	½ credit
<b>VESL</b>	
<b>Vocational English as a Second Language</b>	no credit



## Credits (cont'd)

RCT PREP	NUMBER OF CREDITS
Reading	no credit
Writing	no credit
Math	no credit
Science	no credit
Global Studies	no credit
U.S. History & Government	no credit

All students successfully completing an **extended sequence** in select CTE programs can meet the requirement in: (See Integration Chart)

- Computer Applications/Computer Literacy (1 credit) (for districts having such a requirement)
- English 12 (1 credit)
- Career and Financial Management (½ credit)
- Participation in Government /Economics (1 credit)
- Technical Math (1 credit)
- Technical Science (1 credit)

All students successfully completing the following CTE programs can meet the one (1) credit requirement in **Art**:

- Advertising Art
- Aircraft Maintenance
- Audio Production
- Carpentry
- Drafting (CAD)
- Fashion
- Photography
- Video Production
- Welding

All students successfully completing the following CTE programs can meet the one half (½) credit requirement in **Health**:

- Certified Personal Trainer
- Medical Assisting
- Medical Laboratory
- Nurse Assisting
- Professional Health Careers

All students successfully completing the following CTE programs can meet the one half (½) credit requirement in **Physical Education**:

- Certified Personal Trainer
- Equine Studies
- Police Science and Law



# **Integrated Physical Education Credits:** Equine Studies, Police Science & Law, and Certified Personal Trainer programs

Students enrolled in Equine Studies, Police Science & Law, and Certified Personal Trainer programs may earn integrated physical education credits provided that the district submits a “Request for Academic Services” form. On the transcript, the physical education grade will be the same as that earned by the student in his/her Tech program.

## **Equine Studies**

The Wilson Tech Equine Studies program provides more than 150 hours annually of horseback riding instruction in our indoor arena or outdoor track.

As the hours within the riding segment of this state-approved agriculture curriculum exceed the annual seat time requirement for Physical Education, many of our districts, in keeping with Part 100 of Commissioner’s Regulations have, with authorization of the high school principal, provided students the opportunity to meet the Physical Education requirement through their participation in this riding instruction.

Students attend either an AM or PM session at Thomas School of Horsemanship, where developmental riding instruction is provided for the entire session every Tuesday and Thursday.

Students are evaluated based upon their riding capability, progress, and attainment of related knowledge of horsemanship.

## **Police Science & Law**

The Police Science & Law program provides in excess of 100 hours of physical activity in areas relating to law enforcement. Students conduct field searches, perform foot patrol functions, and study arrest techniques as well as self defense and restraint tactics. Students also take American Red Cross approved courses in Adult CPR, Standard First Aid, and Responding to Emergencies.

## **Certified Personal Trainer**

The Certified Personal Trainer program satisfies the physical education requirements in that it offers an excess of 150 hours of physical activity. Students are learning and performing activities including weight and strength training to assist clientele in promoting health and wellness.



## SED Policy on Number of Units/Credits/Integration

### CR 100.2 (w) Credit for BOCES Programs

(1) Each board of cooperative educational services (BOCES) shall determine the number of units of credit that will be earned by students successfully completing units of study in each of the instructional programs of the BOCES. The number of units of credit that may be earned for each program shall be determined after consultation with boards of education of the component school districts.

(2) In awarding credit toward a high school diploma, boards of education shall award to students who have successfully completed a BOCES program, the number of units of credit determined by the BOCES pursuant to paragraph (1) of this subdivision.

### Policy

The State sequences of career & technical education have been developed on the basis of the number of units of study, as such units of study are defined by Commissioner's Regulation 100.1 (a), considered to be necessary for mastery of the learning outcomes to be achieved.

It is therefore, a policy of the State Education Department that a student who has mastered the learning outcomes of an approved career & technical education program requiring 3 or 4-units of study has acquired a 3-unit sequence, and a student who has mastered the outcomes of a program requiring 5 or more units of study has acquired an extended sequence toward satisfaction of diploma requirements.

These provisions do not preclude the earning of units of credit under the "testing out" provisions of Commissioner's Regulation 100.1(b)(2).

### SED Policy for Career Technical Endorsement and Academic Credit

Students who participate in an approved Career and Technical Education program will:

- Pass five required Regents examinations or alternative approved by the State Assessment Panel.
- Complete a minimum of units of credit required for graduation.
- Complete a maximum of one unit of credit in: English, mathematics, science and economics and government.

This is done through a fully integrated program with documentation of academic core requirements, specialized Career and Technical Education or a combination of the two approaches.

Under Section 100.2(w) of the regulations of the Commissioner of Education, **all students who participate in an approved Career and Technical Education program at a BOCES, must receive equal credit for the completion of these courses.** Approval by the Department of the Career and Technical Education program affirms that this allocation of credit is appropriate. **Boards of Education must award credit in the amount determined by the BOCES and approved by the Department.**" For those students who have met the criteria for a technical endorsement, the Board of Education shall also affix to the diploma the appropriate endorsement."

A unit of credit is defined as 180 minutes of instruction per week for a period of 36 weeks. As the Wilson Tech session provides 2.75 hours of instruction daily, this equates to 4.5 units of credits per year.



# Student Support Services

## Co-Teaching in Technical Classes

Our staff 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. Daily, weekly and 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 paid 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  
Math B  
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)

Districts are asked to provide students’ current IEP’s/504 Accommodation Plans and BIP’s, including test modifications, so that we may continue to meet the needs of each student. IEP’s/504 Accommodation Plans and BIP’s should be sent to Wilson Tech Admissions, 17 Westminster 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 IEP/504 Accommodation Plan and BIP 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/Transition Services 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. These programs provide students with a 15:1:1 ratio of instruction. 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



# Student Support Services (cont'd)

Health Aide  
Life Skills  
Office Skills  
Printing  
Retailing

## **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 Text 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 in the Vocational Enrichment section.



# State Regents/RCTs Passing Scores

Diploma requirements based on June 2005 Board of Regents action to phase in the 65 graduation standard on required Regents exams.

Entering Freshman Class	Local Diploma Requirements	Regents Diploma Requirements	Regents Diploma with Advanced Designation Requirements
2005	<p>ASSESSMENT REQUIREMENTS</p> <p><b>For all students:</b> Score 65 or above on 2 required Regents exams and score 55 or above on 3 required Regents exams</p> <p><b>Students with Disabilities:</b> Score between a 55-64 on any or all required Regents exams <b>OR</b> Pass the corresponding Regents Competency Test (RCT) if failed a required Regents exam</p> <p><b>Credit Requirements</b> In all above cases, earn 22 units of credit.</p>	<p>Score 65 or above on 5 required Regents exams. Earn 22 units of credit.</p>	<p>Score 65 or above on 8 required Regents exams. Earn 22 units of credit.</p>
2006	<p>ASSESSMENT REQUIREMENTS</p> <p><b>For all students:</b> Score 65 or above on 3 required Regents exams and score 55 or above on 2 required Regents exams</p> <p><b>Students with Disabilities:</b> Score between a 55-64 on any or all required Regents exams <b>OR</b> Pass the corresponding Regents Competency Test (RCT) if failed a required Regents exam</p> <p><b>Credit Requirements</b> In all above cases, earn 22 units of credit.</p>	<p>Score 65 or above on 5 required Regents exams. Earn 22 units of credit.</p>	<p>Score 65 or above on 8 required Regents exams. Earn 22 units of credit.</p>
2007	<p>ASSESSMENT REQUIREMENTS</p> <p><b>For all students:</b> Score 65 or above on 4 required Regents exams and score 55 or above on 1 required Regents exam.</p> <p><b>Students with Disabilities</b> Score between a 55-64 on any or all required Regents exams <b>OR</b> Pass the corresponding Regents Competency Test (RCT) if failed a required Regents exam</p> <p><b>Credit Requirements</b> In all above cases, earn 22 units of credit</p>	<p>Score 65 or above on 5 required Regents exams. Earn 22 units of credit.</p>	<p>Score 65 or above on 8 required Regents exams. Earn 22 units of credit.</p>



# State Regents/RCTs Passing Scores (cont'd) Safety Net Provisions

Entering Freshman Class	Local Diploma Requirements	Regents Diploma Requirements	Regents Diploma with Advanced Designation Requirements
2008	<p>ASSESSMENT REQUIREMENTS</p> <p><b>Students with Disabilities</b> Score between a 55-64 on any or all required Regents exams OR Pass the corresponding Regents Competency Test (RCT) if failed a required Regents exam</p> <p><b>Credit Requirements</b> In all above cases, earn 22 units of credit</p>	Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.
2009	<p>ASSESSMENT REQUIREMENTS</p> <p><b>Students with Disabilities</b> Score between a 55-64 on any or all required Regents exams OR Pass the corresponding Regents Competency Test (RCT) if failed a required Regents exam</p> <p><b>Credit Requirements</b> In all above cases, earn 22 units of credit</p>	Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.

This chart can be found at: <http://www.vesid.nysed.gov/specialed/publications/policy/chart-diploma.htm>

## Safety Net Provisions - RCT's

The Regents Competency Test safety net for students with disabilities will continue to be available for students entering grade 9 prior to September 2010. Students using this safety net will receive a local diploma.

The low-pass option of scoring between 55-64 on the required Regents exams to earn a local diploma will continue to be available for students with disabilities, without local option.

With the exception of "Safety Net" provisions for identified students (CSE), RCT exams in Reading and Writing, Mathematics, Science and Social Studies are no longer available.



# Diploma Requirements for Students Entering Grade 9

A pdf file of this chart can be found at: <http://www.emsc.nysed.gov/ciai/gradreq/intro.html>

	SEPTEMBER 2002-04		SEPTEMBER 2005		SEPTEMBER 2006	
<b>UNITS OF CREDIT:</b>	<b>REGENTS DIPLOMA</b>	<b>REGENTS DIPLOMA WITH ADVANCED DESIGNATION</b>	<b>REGENTS DIPLOMA</b>	<b>REGENTS DIPLOMA WITH ADVANCED DESIGNATION</b>	<b>REGENTS DIPLOMA</b>	<b>REGENTS DIPLOMA WITH ADVANCED DESIGNATION</b>
English Language Arts	4	4	4	4	4	4
Social Studies	4(a)	4(a)	4(a)	4(a)	4(a)	4(a)
Mathematics	3(b)	3(b)	3(b)	3(b)	3(b)	3(b)
Science	3(b)	3(b)	3(b)	3(b)	3(b)	3(b)
Health	0.5	0.5	0.5	0.5	0.5	0.5
The Arts (c)	1	1	1	1	1	1
Languages Other Than English	1(d)	1(e)	1(d)	1(e)	1(d)	1(e)
Physical Education	2	2	2	2	2	2
Sequence Courses, Electives	3.5	3.5(f)	3.5	3.5(f)	3.5	3.5(f)
<b>TOTAL REQUIRED</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>
<b>EXAMINATIONS:</b>	<b>REGENTS DIPLOMA</b>	<b>REGENTS DIPLOMA WITH ADVANCED DESIGNATION</b>	<b>REGENTS DIPLOMA</b>	<b>REGENTS DIPLOMA WITH ADVANCED DESIGNATION</b>	<b>REGENTS DIPLOMA</b>	<b>REGENTS DIPLOMA WITH ADVANCED DESIGNATION</b>
<b><u>REGENTS DIPLOMA</u></b>						
Comprehensive English	1	1	1	1	1	1
Global History & Geography	1	1	1	1	1	1
US History & Government	1	1	1	1	1	1
Mathematics	1	2(g)	1	2(g)	1	2(g)
Science	1	2(j)	1	2(j)	1	2(j)
Languages Other Than English	(k)	1(l)	(k)	1(l)	(k)	1(l)
<b>TOTAL REQUIRED</b>	<b>5</b>	<b>7 or 8</b>	<b>5</b>	<b>7 or 8</b>	<b>5</b>	<b>7 or 8</b>
<b><u>LOCAL DIPLOMA (m)</u></b>	<b>LOCAL DIPLOMA</b>		<b>LOCAL DIPLOMA</b>		<b>LOCAL DIPLOMA</b>	
Regents Examination score of 65+:	0		2		3	
& Regents Examination score of 55-64:	1-5		3		2	
<b>OR</b>						
For students with disabilities:						
Regents Examination score of 55-64 (n):	1-5		1-5		1-5	
Regents Competency Tests (o):	1-6		1-6		1-6	

See Diploma Requirements Chart Notes on [page 41, 42](#).



# Diploma Requirements for Students Entering Grade 9 (cont'd)

A pdf file of this chart can be found at: <http://www.emsc.nysed.gov/ciai/gradreq/intro.html>

	SEPTEMBER 2007		SEPTEMBER 2008		SEPTEMBER 2009	
	REGENTS DIPLOMA	REGENTS DIPLOMA WITH ADVANCED DESIGNATION	REGENTS DIPLOMA	REGENTS DIPLOMA WITH ADVANCED DESIGNATION	REGENTS DIPLOMA	REGENTS DIPLOMA WITH ADVANCED DESIGNATION
<b>UNITS OF CREDIT:</b>						
English Language Arts	4	4	4	4	4	4
Social Studies	4(a)	4(a)	4(a)	4(a)	4(a)	4(a)
Mathematics	3(b)	3(b)	3(b)	3(b)	3(b)	3(b)
Science	3(b)	3(b)	3(b)	3(b)	3(b)	3(b)
Health	0.5	0.5	0.5	0.5	0.5	0.5
The Arts (c)	1	1	1	1	1	1
Languages Other Than English	1(d)	1(e)	1(d)	1(e)	1(d)	1(e)
Physical Education	2	2	2	2	2	2
Sequence Courses, Electives	3.5	3.5(f)	3.5	3.5(f)	3.5	3.5(f)
<b>TOTAL REQUIRED</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>
<b>EXAMINATIONS:</b>						
<b><u>REGENTS DIPLOMA</u></b>						
Comprehensive English	1	1	1	1	1	1
Global History & Geography	1	1	1	1	1	1
US History & Government	1	1	1	1	1	1
Mathematics	1	2 or 3(h)	1	3 or 2(h)	1	3(i)
Science	1	2(j)	1	2(j)	1	2(j)
Languages Other Than English	(k)	1(l)	(k)	1(l)	(k)	1(l)
<b>TOTAL REQUIRED</b>	<b>5</b>	<b>7, 8 or 9</b>	<b>5</b>	<b>7, 8 or 9</b>	<b>5</b>	<b>8 or 9</b>
<b><u>LOCAL DIPLOMA</u></b> (m)						
Regents Examination score of 65+:		4		NA		NA
& Regents Examination score of 55-64:		1		NA		NA
OR						
For students with disabilities:						
Regents Examination score of 55-64 (n):		1-5		1-5		1-5
Regents Competency Tests (o):		1-6		1-6		1-6

See Diploma Requirements Chart Notes on [page 41](#), [42](#).



# Diploma Requirements Chart Notes\*

## (Section 100.5 of NYCRR)

School districts may establish diploma requirements in addition to those outlined.

- (a) Four credits required, including 1 unit in American History and 1/2 unit each in Participation in Government and Economics.
- (b) Students may meet the learning standards in technology either in a course in technology education or through an integrated course combining technology with mathematics and/or science. A commencement-level course in technology education may be used as the third unit of credit in science or mathematics, but not both.
- (c) The Arts are defined as dance, music, theatre, and visual arts.
- (d) Students with a disability may be excused from the requirement for one unit of credit in LOTE if so indicated in the Individualized Education Program (IEP). Students must receive LOTE instruction no later than the beginning of Grade 8 and complete 2 units of study by the end of grade 9.
- (e) To earn the advanced designation, the student must complete one of the following: two additional units in a language other than English (3 LOTE credits total); career and technical education (5 credit CTE sequence); or the Arts (5 credit sequence). Students with disabilities who are exempt from the LOTE requirements as indicated on the IEP may earn the advanced designation as long as the required number of credits to graduate are met.
- (f) Sequence courses and/or electives may include LOTE, CTE and the Arts.
- (g) Students must pass two commencement level Regents Examinations in mathematics through one of the following combinations: Mathematics A and Mathematics B; or, Mathematics A and Algebra 2/Trigonometry.
- (h) Students must pass one of four combinations of commencement level Regents Examinations in mathematics: For the two examination combination, Mathematics A and Mathematics B, or

Mathematics A and Algebra 2/Trigonometry; For the three examination combination, Mathematics A, Geometry, and Algebra 2/Trigonometry, or Integrated Algebra, Geometry, and Algebra 2/Trigonometry.

- (i) Students must pass three commencement level Regents Examinations in mathematics through one of the following combinations: Mathematics A, Geometry, and Algebra 2/Trigonometry or Integrated Algebra, Geometry, and Algebra 2/Trigonometry.
- (j) A total of two Regents Examinations in science, with at least one in life science and at least one in physical science.
- (k) Students who complete Checkpoint A of the syllabus and two units of study in a single language other than English no later than the end of Grade 8 must pass the second language proficiency examination in order to earn one unit of credit toward the high school diploma.
- (l) If so indicated in the IEP, students with a disability may be excused from completing the additional LOTE units and the corresponding Regents Comprehensive Examination. Students completing a sequence of not less than 5 units of credit in CTE or the Arts are not required to complete the additional two units of LOTE or to pass the Regents Comprehensive Examination in that language to earn a Regents Diploma with Advanced Designation.
- (m) Students who successfully appeal two Regents Examination scores within three points of the 65 passing score and who meet the other requirements of the appeals process specified in CR 100.5(d)(7) will earn a local diploma.
- (n) For students with disabilities who first enter grade 9 in September 2005 and thereafter, a score by the student of 55-64 may be considered as a passing score on any Regents Examination required for graduation with a local diploma.
- (o) Students with disabilities who fail one or more Regents Examinations and who pass the corresponding Regents Competency Test (RCT) will receive a local diploma.

\*A pdf file of this information can be found at: <http://www.emsc.nysed.gov/ciai/gradreq/intro.html>



# Regents Diploma Requirements for Mathematics



## REGENTS DIPLOMA REQUIREMENTS FOR MATHEMATICS

Students first entering Grade 9 in:	REGENTS DIPLOMA			REGENTS DIPLOMA WITH ADVANCED DESIGNATION			
	Mathematics Units of Credit	Course/ Regents examination options*	Mathematics Regents examinations	Mathematics Units of Credit	Course Options	Mathematics Regents examinations	Regents examination options*
September 2006, 2007	3	Mathematics A, Mathematics B, ----- Integrated Algebra, Geometry, Algebra 2/Trigonometry	1	3	Mathematics A, Mathematics B ----- Integrated Algebra, Geometry, Algebra 2/Trigonometry	2 or 3	Mathematics A and Mathematics B or Algebra 2/Trigonometry ----- Integrated Algebra or Mathematics A and Geometry, and Algebra 2/Trigonometry
September 2008	3	Integrated Algebra, Geometry, Algebra 2/Trigonometry ----- Mathematics A**, Mathematics B**	1	3	Integrated Algebra, Geometry, Algebra 2/Trigonometry	3 or 3	Integrated Algebra or Mathematics A** and Geometry, and Algebra 2/Trigonometry ----- Mathematics A** and Mathematics B** or Algebra 2/Trigonometry
September 2009 and thereafter	3	Integrated Algebra, Geometry, Algebra 2/Trigonometry	1	3	Integrated Algebra, Geometry, Algebra 2/Trigonometry	3	Integrated Algebra or Mathematics A** and Geometry, and Algebra 2/Trigonometry

\* All students who have completed the course of study leading to a Regents examination have the right to be admitted to the examination.

\*\* Students may take these examinations to meet diploma requirements while they are still being administered. These examinations are being phased out (see NOTES below).

**NOTES:** Last administration of the Regents Examination in Mathematics A is January 2009  
 Last administration of the Regents Examination in Mathematics B is June 2010  
 First administration of the Regents Examination in Integrated Algebra is June 2008  
 First administration of the Regents Examination in Geometry is June 2009  
 First administration of the Regents Examination in Algebra 2 and Trigonometry is June 2010

**(Revised chart posted November, 2008)**



# Educational Resource Websites

Board of Regents  
<http://www.regents.nysed.gov/>

Curriculum, Instruction and Instructional Technology Team  
<http://www.emsc.nysed.gov/ciai/>

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/>

Office of Vocational and Educational Services for Individuals with Disabilities  
<http://www.vesid.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>

This document presents highlights of high school diploma requirements. Please see Section 100.5 of the Commissioner's Regulations for complete information including alternatives for fulfilling the diploma requirements:  
<http://www.emsc.nysed.gov/part100/opener.html>

Questions on specific topics can be directed to the Curriculum, Instruction and Instructional Technology email address at:  
[emscgradreq@mail.nysed.gov](mailto:emscgradreq@mail.nysed.gov) or [emscurric@mail.nysed.gov](mailto:emscurric@mail.nysed.gov).

\*A pdf file of this information can be found at: <http://www.emsc.nysed.gov/ciai/gradreq/intro.html>



# Appeals Process on Regents Examinations

Extracted from: <http://www.emsc.nysed.gov/part100/pages/1005c.html#Appeals%20process%20on%20Regents%20examinations>

## Section 100.5

i) School districts shall provide unlimited opportunities for all students to retake required Regents examinations to improve their scores. A student who first enters grade nine in September 2005 or thereafter and who fails, after at least two attempts, to attain a score of 65 or above on a required Regents examination for graduation shall be given an opportunity to appeal such score in accordance with the provisions of this paragraph, provided that no student may appeal his or her score on more than two of the five required Regents examinations and provided further that the student:

- (a) has scored within three points of the 65 passing score on the required Regents examination under appeal and has attained at least a 65 course average in the subject area of the Regents examination under appeal;
- (b) provides evidence that he or she has received academic intervention services by the school in the subject area of the Regents examination under appeal;
- (c) has an attendance rate of at least 95 percent for the school year during which the student last took the required Regents examination under appeal;
- (d) has attained a course average in the subject area of the Regents examination under appeal that meets or exceeds the required passing grade by the school and is recorded on the student's official transcript with grades achieved by the student in each quarter of the school year; and
- (e) is recommended for an exemption to the passing score on the required Regents examination under appeal by his or her teacher or Department chairperson in the subject area of such examination.

(ii) An appeal may be initiated by the student, the student's parent or guardian, or the student's teacher, and shall be submitted in a form prescribed by the commissioner to the student's school principal.

(iii) The school principal shall chair a standing committee comprised of three teachers (not to include the student's teacher in the subject area of the Regents examination under appeal) and two school administrators (one of whom shall be the school principal). The standing committee shall review an appeal within ten school days of its receipt and make a recommendation to the school superintendent or, in the City School District of the City of New York, to the Chancellor of the City School District or his/her designee, to accept or deny the appeal. The standing committee may interview the teacher or Department chairperson who recommended the appeal, and may also interview the student making the appeal to determine that he or she has demonstrated the knowledge and skills required under the State learning standards in the subject area in question.

(iv) The school superintendent or, in the City School District of the City of New York, the Chancellor of the City School District or his/her designee, shall make a final determination to accept or deny the appeal. The school superintendent or Chancellor or Chancellor's designee may interview the student making the appeal to determine that the student has demonstrated the knowledge and skills required under the State learning standards in the subject area in question.

(v) A student whose appeal is accepted for one required Regents examination, and who has attained a passing score of 65 or above on each of the four remaining required Regents examinations, shall earn a Regents diploma. A student whose appeal is accepted for two required Regents examinations, and who has attained a passing score of 65 or above on each of the three remaining required Regents examinations, shall earn a local diploma.

(vi) Each school shall keep a record of all appeals received and granted and report this information to the State Education Department on a form prescribed by the commissioner. All school records relating to appeals of scores on required Regents examinations shall be made available for inspection by the State Education Department.



# 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.

## 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](http://www.wilsontech.org/psat).

## SAT Review

These two-hour review sessions provide test-taking strategies to help maximize your SAT score. Offered Wednesdays after school prior to each SAT administration from October to June. Registration required at [www.wilsontech.org/satreview](http://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 twilight session and the evening during the fall and spring; offered in the morning during the summer. Application and dates at [www.wilsontech.org/kaplan](http://www.wilsontech.org/kaplan).

## Regents Review

These two-hour review sessions after school help students prepare for Regents exams. Students should come with questions/unsolved problems about any Regents. Registration required at [www.wilsontech.org/regentsreview](http://www.wilsontech.org/regentsreview).

## 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](http://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](http://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](http://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.

\*Students who do not attend Wilson Tech are eligible to participate in Kaplan SAT Prep but there will be charges for non-Wilson Tech students.



## Surf Tech for 9<sup>th</sup> and 10<sup>th</sup> 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 campus. 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](http://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)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Administrative Assistant/Office Tech.	Berkeley College	CIS120-Spreadsheets and Database management(2cr); CIS125Graphical Business Presentations and Integration(2cr)	4credits	Until Terminated
Administrative Assistant/Office Tech.	Dowling College	max of 6 advanced standing credits in Comp Info Systems electives	max of 6	30-Jun-2011
Administrative Assistant/Office Tech.	Briarcliffe College	BA129Intro to Computers; OT102Word Processing with Microcomputers I; OT103 Word Processing with Microcomputers II	9	Until Terminated
Administrative Assistant/Office Tech.	Five Towns College	successful completion of WT program (1 yr- COM101); 80avg; 1050 SAT; 80% attendance	6; tuition scholarships also	30-Jun-2010
Administrative Assistant/Office Tech.	New England Institute of Technology	CBM110 Word Processing I; CBM113 Intro to Comp. & Windows Apps; CBM121 Word Processing II; CBM227 Spreadsheets; CBM232 Database Management	16	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Administrative Assistant/Office Tech.	SUNY Canton	TBD	"Open Door" Agreement	Until Terminated
Advertising Art	Art Institute of Pittsburgh, The	CC112 Fundamentals of Design; G131 Typography (need approval and portfolio); CC111 Color Theory	9	Until Terminated
Advertising Art	Boston University	one CDIA foundation module	tuition credit of \$2000	Until Terminated
Advertising Art	Briarcliffe College	GR103 Survey of Design Concepts; GR101 Basic Drawing (pending Challenge Exam)	3	Until Terminated
Advertising Art	Dowling College	VIS1003A; VIS1022N	6	Until Terminated
Advertising Art	SBI Campus	GD201 Drawing I; GD204 Typography I; GD206 Design Elements 2D	9	Until Terminated
Advertising Art	Nassau Community College	Art140 Visual Communications; ART108 Advertising Art; ART130 Microcomputer Graphics	9	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Advertising Art	Pennsylvania College of Technology	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD	Until Terminated
Aircraft Maintenance Technology	Dowling College	must be a hs graduate; successfully complete WT curriculum; must have FAA Airframe and Powerplant Certification; must meet Dowling College admissions criteria	3	Until Terminated
Aircraft Maintenance Technology	Pennsylvania College of Technology	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD	Until Terminated
Aircraft Maintenance Technology	various post-secondary institutions through Aviation Technical Education Council membership; listing of schools may be provided	will vary based on individual institution	TBD	Until Terminated
All Programs	Suffolk County Community College	students must have an 80avg and no more than 10 abs; WT instructor and home school counselor letter of rec; WT Tech Prep counselor approval	TBD	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Audio Production	Art Institute of Pittsburgh, The	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	Until Terminated
Audio Production	Boston University	<b>FND131</b> Intro to Audio  <b>one CDIA foundation module</b>  <b>General Elective Credits, 25% tuition grant for up to 2 years of study</b>	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  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	Until Terminated
Audio Production	Five Towns College	<b>COM136 Audio Recording</b>	6	30-Jun-2012
Audio Production	New England Institute of Technology	Students must complete Audio Production program at Wilson Tech with a grade of "B" or better	3	Until Terminated
Auto Body Repair	Alfred State College	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	Until Terminated

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# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Auto Body Repair	Baran Institute	advanced standing <b>TBD</b> through personal interview, application, and a test administered max of 4 courses; students granted advanced placement and a corresponding tuition credit for each test they pass	TBD	Until Terminated
Auto Body Repair	Ohio Technical College	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	Until Terminated
Auto Body Repair	Pennsylvania College of Technology	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD	Until Terminated
Automotive Technology	Alfred State College	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	Until Terminated
Automotive Technology	Baran Institute	credit granted for specific first year requirements; based on current NATEF task list and/or successful completion of NYS Inspection test advanced standing <b>TBD</b> through personal interview, application, and a test administered	TBD	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Automotive Technology	Delhi College	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	6	Until Terminated
Automotive Technology	New England Institute of Technology	Automotive Electrical I; Automotive Chassis I <b>TT110</b> Basic Engine Theory; <b>TT111</b> Basic Engines Lab; <b>AUT 139</b> Four Cycle Engine Repair and Service; <b>AUT 140</b> Four Cycle Engine Repair Lab <b>max of 4 courses; students granted advanced placement and a corresponding tuition credit for each test they pass</b>	11	Until Terminated
Automotive Technology	Ohio Technical College	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	Until Terminated
Automotive Technology	Pennsylvania College of Technology	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD	Until Terminated
Automotive Technology	Suffolk County Community College	Letter of recommendation from instructor; min. GPA >=90%; receive a Certificate of Completion	3	30-Jun-2010
Automotive Technology	SUNY Canton	Satisfactory completion of WT program	"Open Door" Agreement	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Automotive Technology	Universal Technical Institute	max of 4 courses; students granted advanced placement and a corresponding tuition credit for each test they pass <b>AER001N</b> General Aeronautics; <b>AER003N</b> Aviation Weather	\$500 articulation credit towards tuition; advance placement TBD (up to 4 courses)	1-Dec-2011
Aviation Science/Flight	Dowling College	Successful completion of WT certificate of attendance with a 90% letter of rec	6	30-Jun-2011
Aviation Science/Flight	SUNY Farmingdale (Farmingdale State University of New York)	Successful completion of WT Aviation program; successful completion of FAA Private Pilot Knowledge Exam; must meet all other admission criteria	10	31-May-2009
Aviation Science/Flight	Vaughn College of Aeronautics	Successfully complete the program and pass the FAA Private Pilot Written Knowledge Examination	4	Until Terminated
Aviation Science/Flight	Vaughn College of Aeronautics	Must hold FAA Private Pilot License	1	Until Terminated
Carpentry	Delhi College	WT instructor letter of rec; must successfully complete one semester at Delhi before articulated credit is awarded	6	Until Terminated
Carpentry	New England Institute of Technology	>=B; acceptance for admissions; official transcript; must enroll within 1 yr of HS graduation	6	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Carpentry	Pennsylvania College of Technology	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD	Until Terminated
Computer Networking/Repair	Pennsylvania College of Technology	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD	Until Terminated
Computer Networking/Repair	SUNY Canton	Satisfactory completion of WT program	"Open Door" Agreement	Until Terminated
Computer Networking/Repair	Briarcliffe College	must receive a WT certificate of completion with an 80 avg; WT instructor letter of rec	3	Until Terminated
Computer Networking/Repair	SBI Campus	successful completion of WT curriculum with a C or better; WT instructor letter of rec; rec from Gibbs Chairperson	7	Until Terminated
Computer Networking/Repair	Suffolk County Community College	Minimum GPA of 75% in HS and successfully completed the CISCO Academic Program with a final grade of B or better and a course final grade average of 80% or higher in CISCO Networking Academy (Semester I & II)	4	30-Jun-2012
Computer Networking/Repair	SUNY Canton	Satisfactory completion of WT program	"Open Door" Agreement	Until Terminated
Construction Electricity	SUNY Canton	Satisfactory completion of WT program	"Open Door" Agreement	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Construction Electricity	Baran Institute	advanced standing TBD through personal interview, application, and a test administered	TBD	Until Terminated
Construction Electricity	Delhi College	<b>ECMT130</b> Electrical Lab	4	Until Terminated
Construction Electricity	Pennsylvania College of Technology	TBD	TBD	Until Terminated
Cosmetology	SUNY Canton	TBD	"Open Door" Agreement	Until Terminated
Culinary Arts	Connecticut Culinary Institute	<b>CC100 Basic Skills-Theory(5.7)credits-CC200Basic Skills-Technique(4.5)credits</b>	10.2	1-Sep-2009
Culinary Arts	Johnson and Wales University	<b>CUL1345</b> Intro to Baking & Pastry; <b>CUL1355</b> New World Cuisine; <b>CUL1385</b> Fundamentals of Food Service Production <b>Hotel174</b> Fundamentals of Food Production; <b>Hotel176</b> Special Functions	9 quarter credits	25-Jul-2009
Culinary Arts	Nassau Community College	successful completion of WT curriculum with 80%; certificate of completion	6	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Culinary Arts	National Restaurant Association Educational Foundation ProStart Program participating schools: <i>The Art Institute of Las Vegas</i> , <i>The Art Institute of Tampa</i> , <i>Bethune-Cookman College</i> , <i>California State Polytechnic University Pomona</i> , <i>Conrad N. Hilton College of Hotel &amp; Restaurant Management</i> , <i>The Culinary Institute of America</i> , <i>Johnson &amp; Wales University</i> , <i>Kendall College</i> , <i>New England Culinary Institute</i> , <i>Oklahoma State University</i> , <i>Orlando Culinary Academy</i> , <i>Scottsdale Culinary Institute</i> , <i>Washington State University</i>	minimum GPA of 2.0; have met required proficiency level; work based learning Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD	Until Terminated
Culinary Arts	Pennsylvania College of Technology	<b>TBD</b>	TBD	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Culinary Arts	Suffolk County Community College	<p><b>Waiver of CUL114: Culinary Arts(4 credits)for Culinary Arts/Restaurant management option or CUL115: Baking and Pastry Arts I (4 credits) for Baking and Pastry Arts option. Waiver of CUL111: Sanitation(3 credits)</b></p> <p>guaranteed admission into the Culinary Arts or Restaurant Management or Technology Management Culinary Arts major; <b>CAHT111</b> Basic Food Prep; <b>CAHT103</b> Food Service Sanitation; <b>CAHT140</b> after earning a 75% on math challenge exam</p>	7	1-Jun-2012
Culinary Arts	SUNY Cobleskill	<p>IND110Traditional Drafting;IND221Intro to CADD;IND120Basic Drafting</p> <p>successful completion of WT curriculum with an 85 avg; WT instructor letter of rec; must meet all other admission requirements</p>	8	15-Jun-2012
Drafting / Computer Aided Design Drafting / Computer Aided Design	Art Institute of Pittsburgh, The	<p>CADD;IND221Intro to CADD;IND120Basic Drafting</p> <p>successful completion of WT curriculum with at least a B avg</p>	9	Until Terminated
Drafting / Computer Aided Design	Delhi College	<p><b>CADD240</b> Computer Aided Design; <b>CADD111</b> Drafting Fundamentals</p> <p>WT instructor letter of rec; must successfully complete one semester at Delhi before articulated credit is awarded</p>	6	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	scholarship	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Drafting / Computer Aided Design	Island Drafting and Technical Institute	<b>ABT112</b> Technical Drafting & Graphic Communications; <b>ABT114</b> Intro to CAD (Interior Design Technology & Architectural Building Engineering Technology)	must be recommended by WT instructor	\$1000 per year for 2 years	Until Terminated
Drafting / Computer Aided Design	New England Institute of Technology		> =B; acceptance for admissions; official transcript; must enroll within 1 yr of HS graduation	7	Until Terminated
Drafting / Computer Aided Design	Pennsylvania College of Technology	<b>TBD</b>	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	<b>TBD</b>	Until Terminated
Drafting / Computer Aided Design	SUNY Canton	<b>TBD</b>	Satisfactory completion of WT program	"Open Door" Agreement	Until Terminated
Drafting / Computer Aided Design	SUNY Farmingdale (Farmingdale State University of New York)	<b>CON111</b> Graphics 1, <b>CON161</b> Materials and Methods of Construction 1	must receive WT Certificate of Completion; maintain an overall 85 average; letter of rec from WT instructor	5	30-Jun-2010
Early Childhood Education & Care	Five Towns College	<b>PSY102</b> Child Development; <b>PSY211</b> Human and Growth Development	successful completion of WT program (1 yr- PSY102); 80avg; 1050 SAT; 80% attendance	6; tuition scholarships also	30-Jun-2010
Early Childhood Education & Care	Herkimer County Community College	<b>HU110</b> Fundamentals of Art in ECE; <b>ED223</b> Practicum in Education	successful completion of WT curriculum with a B or better; WT instructor letter of rec	6	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Early Childhood Education & Care	Nassau Community College	Successful completion of WT curriculum with a GPA $\geq$ 80%; Attendance $\geq$ 80%; HS GPA $\geq$ 75%	8	Until Terminated
Early Childhood Education & Care	Pennsylvania College of Technology	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD	Until Terminated
Early Childhood Education & Care	SUNY Canton	Satisfactory completion of WT program	"Open Door" Agreement	Until Terminated
Early Childhood Education & Care	SUNY Cobleskill	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	15-Sep-2012
Equine Studies	SUNY Cobleskill	Successful completion of WT program with a GPA of 85; letter of recommendation, NYS high school diploma	2	30-Jun-2011
Equine Studies	Morrisville State College	HS Diploma, Successfully complete WT 2 yr. program; $\geq$ 85% in all courses; written recommendation	3	30-Jun-2010
Fashion Merchandising/Design	SUNY Cobleskill	successful completion of WT curriculum with an 85 avg; WT instructor letter of rec; must meet all other admission requirements	2 semester credits	31-Aug-2009

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# Articulation Agreements (cont'd)v

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Fashion Merchandising/ Design	Berkeley College	FAS101 Introduction to Fashion Business(4Cr)	4 credits	Until Terminated
Fashion Merchandising/ Design	Fashion Institute of Design and Merchandising, The	<b>GNST117</b> History of Costume; <b>TEXT110</b> Textile Study for Design; <b>GNST123</b> Color and Design Concepts; <b>DESN228</b> Creative Design Applications	9 quarter credits	Until Terminated
Fashion Merchandising/ Design	Laboratory Institute of Merchandising	1 of 4 fashion electives during 1st 2 years of college	3	Until Terminated
Fashion Merchandising/ Design	Nassau Community College	<b>FBM 120</b>	3	Until Terminated
Floriculture	Alfred State College	Special Topics in Landscape Development I and II	6	Until Terminated
Floriculture	Delhi College	<b>HORT120</b> Intro to Horticultural Practices; <b>HORT150</b> Groundskeeping Equipment	5	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Floriculture	Pennsylvania College of Technology	TBD	TBD	Until Terminated
Floriculture	SUNY Cobleskill	guaranteed admission into Plant Science Dept major; <b>ORHT105</b> Intro to Horticulture	2	15-Aug-2012
Floriculture	SUNY Farmingdale (Farmingdale State University of New York)	<b>HOR120</b> Commercial Floral Design I; <b>3 credits for Horticulture</b>	6	30-Jun-2010
Heating/Ventilation / AC	Baran Institute	advanced standing TBD through personal interview, application, and a test administered	TBD	Until Terminated
Heating/Ventilation / AC	New England Institute of Technology	<b>AH110</b> Basic Refrigeration; <b>AH111</b> Basic Refrigeration Lab	10	Until Terminated
Heating/Ventilation / AC	Pennsylvania College of Technology	TBD	TBD	Until Terminated
Heating/Ventilation / AC	SUNY Canton	TBD	"Open Door" Agreement	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA		# OF CREDITS RECEIVED	EXPIRATION
Marine Technology	Kingsborough Community College	<b>MT50</b> Introduction to Outboards; <b>MT49</b> 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	Until Terminated
Marine Technology	SUNY Canton	<b>TBD</b> guaranteed admission into the Agricultural Equipment Technology Turf and Grounds Care Equipment major; <b>AGEN101</b> Intro to Agricultural Engineering; <b>AGEN122</b> Basic Small Engines	Satisfactory completion of WT program	"Open Door" Agreement	Until Terminated
Marine Technology	SUNY Cobleskill	TT105Intro to Transportation Technology;TT110Basic Engine Theory; TT111Basic Engines Lab; TTBasic Electricity Fundamentals; TT113 Basic Electricity Fundamentals Lab	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	15-Aug-2011
Marine Technology	New England Institute of Technology		successful completion of WT Marine Technology program	12	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Marine Technology	Universal Technical Institute	max of 4 courses; students granted advanced placement and a corresponding tuition credit for each test they pass <b>MD150</b> Patient Care I; <b>MD240A</b> Human Anatomy and Physiology; <b>TC101A</b> Intro to Computers	\$500 articulation credit towards tuition; advance placement TBD (up to 4 courses)	Until Terminated
Medical Assisting	SBI Campus	Successful completion of WT curriculum with a C or better; WT instructor letter of rec; rec from Gibbs Chairperson	9	Until Terminated
Medical Assisting	Pennsylvania College of Technology	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD	Until Terminated
Medical Assisting	SUNY Canton	Satisfactory completion of WT program	"Open Door" Agreement	Until Terminated
Medical Laboratory	SBI Campus	Successful completion of WT curriculum with a C or better; WT instructor letter of rec; rec from Gibbs Chairperson	9	Until Terminated
Medical Laboratory	Pennsylvania College of Technology	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD	Until Terminated
Medical Laboratory	SUNY Canton	Satisfactory completion of WT program	"Open Door" Agreement	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Medical Laboratory	SUNY Farmingdale (Farmingdale State University of New York)	<b>MLT105</b> Medical Laboratory Techniques; <b>MLT235</b> Special Topics in Clinical Laboratory Science  <b>NLA courses</b>	4	30-Jun-2010
Nurse Assist	Dowling College	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  must receive a WT certificate of completion with a 90% attendance rate; WT instructor letter of rec	15	Until Terminated
Nurse Assist	Pennsylvania College of Technology	<b>TBD</b> <b>MD150</b> Patient Care I; <b>MD240A</b> Human Anatomy and Physiology; <b>TC101A</b> Intro to Computers <b>PH121 Principles of Photography; PH120 Black and White Lab</b>		
Nurse Assist	SBI Campus	Penn College assessment; support documentation provided by WSBoces; successful completion of WT curriculum with a certificate of completion  successful completion of WT curriculum with a C or better; WT instructor letter of rec; rec from Gibbs Chairperson	9	Until Terminated
Photography	Art Institute of Pittsburgh, The	must complete WT curriculum with at least a B avg 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	6	Until Terminated
Photography	Boston University	one CDIA foundation module	tuition credit of \$2000	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Photography	Dowling College	<b>VIS1023A; VIS elective</b> must receive a WT certificate of completion with a 90% attendance rate; WT instructor letter of rec	6	Until Terminated
Police Science and Law	Briarcliffe College	<b>CJ101</b> Intro to Criminal Justice	3	Until Terminated
Police Science and Law	Herkimer County Community College	criminal justice electives	6	Until Terminated
Police Science and Law	SBI Campus	<b>CJ100</b> Intro to Criminal Justice; <b>CJ101</b> American Legal System; <b>CJ270</b> Private Security	9	Until Terminated
Police Science and Law	Nassau Community College	<b>CRJ105</b> Foundations of Justice; <b>CRJ101</b> Police Organization and Administration	6	Until Terminated
Police Science and Law	Suffolk County Community College	<b>CJ21: Introduction to Criminal Investigations</b>	3	30-Jun-2010
Police Science and Law	SUNY Canton	<b>TBD</b>	"Open Door" Agreement	Until Terminated
Police Science and Law	SUNY Farmingdale (Farmingdale State University of New York)	<b>CRJ100</b> Intro to Criminal Justice	3	30-Jun-2010
Police Science and Law	University of New Haven	<b>CJ100</b> Intro to Criminal Justice I; <b>CJ101</b> Intro to Criminal Justice II; <b>CJ105</b> Intro to Security	9	Pending Renewal



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Printing	Pennsylvania College of Technology	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD	Until Terminated
Professional Health Careers	Dowling College	NLA courses MD150 Patient Care I; MD151 Patient Care II; MD240A Human Anatomy and Physiology; TC101A Intro to Computers	15	Until Terminated
Professional Health Careers	SBI Campus	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	12	Until Terminated
Professional Health Careers	Pennsylvania College of Technology	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD	Until Terminated
Professional Health Careers	SUNY Canton	Satisfactory completion of WT program	"Open Door" Agreement	Until Terminated
Technical Electronics	Briarcliffe College	Successful completion of WT curriculum with a certificate of completion with an 80 avg; WT instructor letter of rec	3	Until Terminated
Technical Electronics	Pennsylvania College of Technology	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	TBD	Until Terminated



# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Technical Electronics	SUNY Farmingdale (Farmingdale State University of New York)	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	Pending Renewal
Veterinary Assisting	Suffolk County Community College	Letter of recommendation from instructor; min. GPA >=90%; receive a Certificate of Completion		30-Jun-2010
Veterinary Assisting	SUNY Canton	Satisfactory completion of WT program	"Open Door" Agreement	Until Terminated
Veterinary Assisting	SUNY Cobleskill	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	15-Aug-2011
Video Production	Art Institute of Pittsburgh, The	successful completion of WT curriculum with at least a B avg, be admitted to Insitute within 12 months of graduation, portfolio review by Department Chair required	3	Until Terminated
Video Production	Boston University	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)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Video Production	Five Towns College	VID101 TV Studio Foundations; VID102 Basic TV Production	6; tuition scholarships also	30-Jun-2010
Video Production	New England Institute of Technology	COM110 Video Techniques/Studio I; COM124 ENG/EFP	8	Until Terminated
Video Production	Pennsylvania College of Technology	TBD	TBD	Until Terminated
Web & Internet Technology	Briarcliffe College	(for students enrolling in Computer Information Systems) PR100 Intro to Computing Concepts; PR116 Web Page Programming	6	Until Terminated
Web & Internet Technology	Dowling College	CIT electives	6	30-Jun-2006
Web & Internet Technology	Berkeley College	CIS125Graphical Business Presentations and Integration(2cr)CIS233 Web Design(3cr)	5cr	Until Terminated

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# Articulation Agreements (cont'd)

## WESTERN SUFFOLK BOCES ARTICULATION AGREEMENTS

CTE PROGRAM	POST SECONDARY INSTITUTION	CRITERIA	# OF CREDITS RECEIVED	EXPIRATION
Web & Internet Technology	Boston University	one CDIA foundation module PR100 Intro to Computing Concepts; PR116 Web Page Programming advanced standing TBD through personal interview, application, and a test administered	tuition credit of \$2000	Until Terminated
Web & Internet Technology	Briarcliffe College	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	6	Until Terminated
Web & Internet Technology	Briarcliffe College	must receive a WT certificate of completion with an 80 avg; WT instructor letter of rec		Until Terminated
Web & Internet Technology	Baran Institute	must receive a WT certificate of completion	TBD	Until Terminated
Web & Internet Technology	Baran Institute	WT instructor letter of rec; must successfully complete one semester at Delhi before articulated credit is awarded		Until Terminated
Web & Internet Technology	Delhi College	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES	3	Until Terminated
Web & Internet Technology	Pennsylvania College of Technology	TBD	TBD	Until Terminated



# 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 regular 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:

Adelphi University	New York Air National Guard
The Art Institute	New York College of Health Professions
Baltimore International College	New York Institute of Beauty
Baran Institute of Technology	New York Institute of Technology
Berkeley College	Polytechnic University
Briarcliffe College	St. John’s University
City University of New York (CUNY)	Saint Joseph’s College
The College of St. Rose	Suffolk County Community College
Connecticut Culinary Institute	Suffolk County Police Department
Culinary Academy of Long Island	SUNY Alfred
The Culinary Institute of America	SUNY Cobleskill
DeVry University	SUNY Delhi
Dowling College	SUNY College of Environmental Science & Forestry
Engine City Technical Institute	SUNY Farmingdale
Fashion Institute of Design and Merchandising	SUNY Geneseo
Five Towns College	SUNY Institute of Technology
International College of Hospitality Management	SUNY Maritime College
The International Culinary School at the Art Institute of Philadelphia	SUNY Oswego
Island Drafting and Technical Institute	United States Air Force
Johnson and Wales	United States Army
Laboratory Institute of Merchandising	Universal Technical Institute
Long Island University/C.W. Post College	University of New Haven
Molloy College	Vaughn College of Aeronautics and Technology
Monroe College	Wilson Tech Adult Programs
Morrisville State College	Wilson Tech Health Careers
Nassau County Community College	WyoTech
New England Culinary Institute	



# Work-Based Learning

Work-Based Learning experiences are available to all students enrolled in a Wilson Tech Program.

## 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, Internships 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 four 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.

### Internships, 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 & Care, Nurse Assisting, Medical Assisting, Professional Health Careers and Medical Laboratory Assisting will spend four 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. It incorporates job shadowing, interviewing, resumé writing, mentoring, internships and part time employment. All placements are with area car dealerships.

## 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 legalities of the work place. A growing area in DCTE is with the special education population. A work component is necessary for a student's transition plan.

### Internships

Internships are offered to participating districts in the following areas:

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



# Student 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. The achievement program, which is co-curricular, presents practical opportunities for the development of leadership ability. Industry-sponsored “Skill Olympic Contests” are held on local, 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 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. This includes national, state, and local chapter dues. 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, Floriculture and Veterinary Assisting.

### Renaissance Program

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

### National Technical Honor Society (NTHS)



This organization creates enthusiasm for scholarship, 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 under 10 absences by the end of the third quarter, 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 2009–2010

## 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.

<b>September</b>					<b>October</b>					<b>November</b>				
<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
	1	2	3	4				1	2	2	<b>3</b>	4	5	6
<b>7</b>	8	9	10	11	5	6	7	8	9	9	10	<b>11</b>	12	13
14	15	16	17	18	<b>12</b>	13	14	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23	24	25	<b>26</b>	<b>27</b>
<b>28</b>	29	30			26	27	28	29	30	30				
<b>December</b>					<b>January</b>					<b>February</b>				
<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
	1	2	3	4					<b>1</b>	1	2	3	4	5
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12
14	15	16	17	18	11	12	13	14	15	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
21	22	23	<b>24</b>	<b>25</b>	<b>18</b>	19	20	21	22	22	23	24	25	27
<b>28</b>	29	30	31		25	26	27	28	29					
<b>March</b>					<b>April</b>					<b>May</b>				
<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
1	2	3	4	5				<b>1</b>	<b>2</b>	3	4	5	6	7
8	9	10	11	12	<b>5</b>	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23	<b>24</b>	25	26	27	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>			26	27	28	29	30	<b>31</b>				
<b>June</b>					<b>July</b>					<b>August</b>				
<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
	1	2	3	4				1	2	2	3	4	5	6
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27
<b>28</b>	<b>29</b>	<b>30</b>			26	27	28	29	30	30	31			

- Sept. 7 . . . . . Labor Day
- Sept. 8 . . . . . Staff Conference
- Sept. 9 . . . . . First Day of School
- Sept. 28 . . . . . Yom Kippur
- Oct. 12 . . . . . Columbus Day
- Nov. 3 . . . . . Superintendent's Conf. Day
- Nov. 11 . . . . . Veterans' Day
- Nov. 26, 27 . . . . . Thanksgiving Recess
- Dec. 24–31 . . . . . Winter Recess
- Jan. 1 . . . . . New Year's Day
- Jan. 18 . . . . . Martin Luther King Day
- Feb. 15–19 . . . . . Mid-Winter Recess (Presidents Day)
- March 29–31 . . . . . Spring Recess, Passover/Easter
- April 1-5 . . . . . Spring Recess, Easter Monday
- May 28, 31 . . . . . Memorial Day
- June 25 . . . . . Last Day of Tech

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 2009–10

<u>Interim Periods End</u> <b>1<sup>st</sup> Interim – October 6</b> <b>2<sup>nd</sup> Interim – December 2</b> <b>3<sup>rd</sup> Interim – February 3</b> <b>4<sup>th</sup> Interim – April 21</b>	<u>Due in Tech Office by 9:00 AM</u> <b>October 8</b> <b>December 4</b> <b>February 5</b> <b>April 23</b>	<u>Out to Districts</u> <b>October 14</b> <b>December 11</b> <b>February 11</b> <b>April 30</b>	
<u>Marking Quarters End</u> <b>1<sup>st</sup> Quarter – November 4</b> <b>2<sup>nd</sup> Quarter – January 13</b> <b>3<sup>rd</sup> Quarter – March 17</b> <b>4<sup>th</sup> Quarter – June 11</b>	<u>Due in Tech Office by 9:00 AM</u> <b>November 6</b> <b>January 15</b> <b>March 19</b> <b>June 15</b>	<u>Out to Districts</u> <b>November 13</b> <b>January 22</b> <b>March 25</b> <b>June 18</b>	<u>Incomplete Grades Due</u> <b>November 25</b> <b>February 3</b> <b>April 7</b>

<u>CTE/GCTE/DCTE Guidance Advisory Council Meetings: Wednesdays*</u>	
<b>2009:</b> September 16 October 21 December 9 (Wilsonian Room)	<b>2010:</b> January 13 (Manor Plains) March 10 (Northport) April 21 (Thomas School of Horsemanship) May 26 (Wilsonian Room)
*Unless otherwise noted, all GAC meetings are in Large Conference Room at Wilson Tech, Dix Hills – 8:00 a.m.	

Parent/New Student Orientation	<b>2009:</b> <b>September 1</b>	Tuesday (1-2:30pm and 7-8:30pm)
First Day of Classes	<b>September 9</b>	Wednesday
First Day of Twilight	<b>September 14</b>	Monday
Open House – All Campuses	<b>September 22</b>	Tuesday (day & evening) 9-10:30am, 12:30-2pm, 7-8:30pm
Fall Technical Advisory Committees' Meetings	<b>October 20</b>	Tuesday (3-5pm)
Youth Leadership Recognition	<b>October 27</b>	Tuesday (6:30pm)
Skills/USA Leadership Conference	<b>November 1-3</b>	Sunday through Tuesday
New Counselor's Workshop	<b>November 5</b>	Thursday
Education EXPO	<b>November 19</b>	Thursday
Holiday Board Dinner	<b>December 3</b>	Thursday
Winter Recess	<b>December 24 – Jan 1</b>	Thursday through Friday
Regents Exams	<b>2010:</b> <b>January 26-29</b>	Tuesday through Friday
Visitor Days – 1 <sup>st</sup> Session (AM)	<b>February 1-3</b>	Monday/Tuesday/Wednesday
Mid-Winter Recess	<b>February 15 – 19</b>	Monday through Friday
Visitor Days – 2 <sup>nd</sup> Session (AM)	<b>March 1-3</b>	Monday/Tuesday/Wednesday
SkillsUSA Area VI Regionals, Farmingdale State	<b>March 12</b>	Friday
PTA Night	<b>March 23</b>	Tuesday (7 pm)
Visitor Make-Up Day (AM)	<b>March 25</b>	Thursday
SkillsUSA NYS Competition, Syracuse	<b>April 14-15</b>	Wednesday and Thursday
Easter/Passover Recess	<b>March 29-April 5</b>	Monday through Monday
2010-11 Applications Due	<b>April 23</b>	Friday
NYS FFA Convention, Cobleskill College, NY	<b>May 5-7</b>	Wednesday through Friday
National Technical Honor Society Induction	<b>May 12</b>	Wednesday
Spring Technical Advisory Committees' Meetings and Student Awards Recognition Dinner	<b>May 18</b>	Tuesday (6:00pm)
Open House	<b>May 25</b>	Tuesday (7-8:30pm)
Related Final Exams	<b>June 1-7</b>	Tuesday through Monday
Tech Written Final Exams	<b>June 8-10</b>	Tuesday through Thursday
Conflict Resolution/Make-up Exams	<b>June 11</b>	Friday
Last Day of Tech	<b>June 18</b>	Friday
Regents Exams	<b>June 15-24</b>	Tuesday through Thursday
SkillsUSA Nationals, Kansas City	<b>June 21-26</b>	Monday through Saturday
Wilson Tech Recognition Ceremonies	<b>June 22</b>	Tuesday



# 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 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.

### Program Components:

- High School Equivalency 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 with the addition of a life skills curriculum.

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 di-

ploma 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 parenting teens an opportunity to work toward their High School Equivalency Diploma. Academic instruction is offered in the alternative high school or alternative high school equivalency program. 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.



# Center for Alternative Education (cont'd)

## **PM High School**

The PM High School will provide an opportunity for students who reside in the Western Suffolk BOCES district to earn academic credits necessary for graduation. Classes will be held on Tuesdays and Thursdays between the hours of 2:45 PM and 6 PM. Credit bearing courses will operate on a semester basis and will meet twice a week for 1 ½ hours. Students may complete up to two units per year of enrollment.

The program is open to students in grades 9 through 12 who will not be able to fulfill course requirements by the time he/she is in 12<sup>th</sup> grade due to omission of or lack of required courses.

For registration and tuition information, please contact the Center for Alternative Education at: 667-6000 ext. 304.

## **Online High School**

The Online High School provides online high school instruction twenty-four hours a day, seven days a week. A full range of courses are offered. The courses are no different than traditional classes other than in delivery. Course content, course lengths and course assignments are the same as home school courses. Grades, credits and exams are the same as traditional school. If you are interested in learning more about this program and/or would like to enroll a student in the Online High School, please contact the admissions office at 667-6000, ext.300.



# 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



# Tech Program 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](http://www.wilsontech.org/adult).

## Career Opportunities

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

- Health
  - CPR & First Aid
  - Diagnostic Medical Sonography
  - Health Career Foundation Courses
  - Hospital Admission Clerk
  - Medical Assisting/Lab Assisting
  - Nurse Assistant
  - Nursing, Adv. Opportunities
  - Patient Care Technician
  - Personal Trainer
  - Pharmacy Technician
  - Physical/Occupational Therapy Aide
  - Practical Nursing
  - Prep Classes for Pre-Entrance
  - Surgical Technology
- Appearance Enhancement
- Automotive
- Aviation
- Business & Office Skills
- Commercial Driver License
- Computers
  - Basics
  - Certified Internet Webmaster
  - Cisco Academy
  - Computer Programming
  - Computer Repair/Electronics
  - CompTIA Certificate Program
- Construction
- Culinary Arts
- Defensive Driving
- Drafting
- Electrical
- Floral Arts
- Health & Safety
- Heating, Ventilation, Air Conditioning (HVAC)
- Home Inspection License
- Industrial Relations
- Insurance
- Interior Design & Decoration
- Landscaping/Horticulture
- Languages
- Marine
- Media & Graphic Arts
- Online Learning
- Paralegal
- Plumbing
- Real Estate
- Security & Investigation
- Sewing/Upholstery
- Train the Trainer
- Training for Businesses
- Veterinary Assisting Animal Care
- Welding
- Yoga & Dance

## 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 ranging from aircraft maintenance technology to computers to health to the 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, ext. 114.

## Descriptions of our full-time programs:

### 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, algebra, and English; and a satis-

factory 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](http://www.caahep.org)) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography.

Additional costs of \$1,500–\$1,700 for textbooks and uniforms. Financial aid is available to those who qualify. Call, 631-667-6000, x455.

### Medical Assisting/Lab 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 run-



# Tech Program Opportunities for Adults (ages 18 and older) (cont'd)

ning the front office, receptionist functions, bookkeeping, and filing. Assist the physician with examinations and treatments, medications, 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 included. Prerequisite: successful score on an assessment exam, 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.

## **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 upon graduation.

Tuition includes fees for stethoscope and surgical scissors. Additional costs for textbooks, uniforms, licensing fee, physical exam, liability insurance and CPR certification are required for entering program. Financial aid available to those who qualify. Prerequisite: High school diploma or equivalent plus satisfactory score on pre-entrance exam. HEGIS 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 upon graduation. Financial aid available to those who qualify. Accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology.

Additional costs include textbooks, malpractice insurance, uniform, CPR certification, and a complete physical examination. Prerequisite: High school diploma or equivalent plus satisfactory score on pre-entrance exam.

## **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. Tuition includes textbook. Call 631/667-6000 x327 for appointment to register and schedule an assessment exam. Prerequisite: successful score on TABE.

## **Aircraft Maintenance 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



# Tech Program Opportunities for Adults (ages 18 and older) (cont'd)

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.

Semesters begin September and January. Financial aid is available to those who qualify, call 631/667-6000 x455. Program is offered at Tech's Aviation Facility at Republic Airport in Farmingdale.

## Office Technology

Gain the competitive edge by learning the latest computer applications. Learn Microsoft® Windows, Word, Excel, PowerPoint, Outlook and Internet Explorer. Create and manage an email account. Practice basic office procedures, business communication, business math, keyboarding, time management, resumé writing and interviewing skills. Financial aid is available for those who qualify.

## Automotive Technician Training Program

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 (230 hrs)
- Engine Performance (220 hrs)
- Suspension and Steering Systems (95 hrs)
- Brakes (105 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. 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.

## 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. 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.

## 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](http://www.careerlearn.org) or call us at: 1-888-972-6237.



# Tech Program Opportunities for Adults (ages 18 and older) (cont'd)

## Literacy Programs

Western Suffolk BOCES offers courses in Adult Basic Education (ABE) and General Education Diploma (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, ext. 327.

### ESL/HELP

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 education. HELP (Home English Language Program) is a home study for adults who cannot attend classes.

### 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 any Suffolk County resident. 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. 364.

### 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 631/667-6000 ext. 455.



# 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](http://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](http://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](http://www.wilsontech.org)
- Click on: Guidance Counselors
- Enter your username, password and login
- Click "Tech Forms" in the left hand sidebar.