



Whittier Regional Vocational Technical High School

**115 Amesbury Line Road • Haverhill, MA 01830 • 978-373-4101
www.whittier.mec.edu**

Program of Studies 2010 - 2011

Whittier Tech:
Working on your future



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It is the policy of Whittier Regional Technical School not to discriminate on the basis of sex, race, color, disability, or sexual orientation in its educational policies as required by Title IX of the 1972 Educational Amendments and Chapter 622 of the Acts of 1971, and section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with these policies may be directed to Maureen Lynch, Director of Guidance and Admissions or to Whittier Regional Technical School, 115 Amesbury Line Road, Haverhill, MA 01830.

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A Message from the Superintendent



We are pleased to offer you the Program of Studies for Whittier Regional Vocational Technical High School. This book provides detailed information regarding the academic and vocational technical courses that are offered. It is the mission of our school district to provide students with excellence in vocational technical training along with a rigorous academic curriculum.

All students participate in four years of a sequential core academic curriculum in English, math, science and social studies. Students are also encouraged to participate in the World Language Program for a minimum of two years. As a result of the educational demands of our society, an honors program and college preparatory program are offered. These programs help students learn higher level thinking and writing skills to prepare them in their pursuit of higher education. All of our programs also prepare students to be lifelong learners and enter the world of work.

Whittier Tech offers twenty vocational technical programs designed to provide the necessary training and skills for personal and work force success. We actively promote and teach the most current industry standards in every one of our technical areas.

Please utilize the Program of Studies as a guide in developing a program for your son/daughter to appropriately meet their needs, abilities and interests. This will ensure a successful educational experience at Whittier Tech.

A handwritten signature in cursive script that reads "William P. DeRosa".

William P. DeRosa
Superintendent



Graduation and Promotion Requirements



Grade 9

Vocational Technical Exploratory Program	10.0 credits
English 9	7.5 credits
World History.....	5.0 credits
Mathematics.....	7.5 credits
Biology 1.....	5.0 credits
Physical Education/Health.....	2.5 credits
World Language.....	2.5 credits
Total Credits.....	40.0 credits

Students need to earn 35 credits to be promoted.

Grade 10

Vocational Technical Program	20.0 credits
English 10	5.0 credits
U.S. History 1	2.5 credits
Mathematics.....	7.25 credits
Biology 2.....	2.5 credits
Physical Education/Health.....	0.25 credits
World Language.....	2.5 credits
Total Credits.....	40.0 credits

Students need to earn 72.5 credits to be promoted.

Grade 11

Vocational Technical Program	20.0 credits
English 11	5.0 credits
U.S. History 2	2.5 credits
Mathematics.....	5.0 credits
Science.....	5.0 credits
Physical Education/Health.....	1.25 credits
Elective	1.25 credits
Total Credits.....	40.0 credits

Students need to earn 107.5 credits to be promoted.

Grade 12

Vocational Technical Program	20.0 credits
English 12	5.0 credits
Social Studies.....	2.5 credits
Mathematics.....	5.0 credits
Science.....	2.5 credits
Physical Education/Health.....	1.25 credits
Elective/Foreign Language.....	2.5 credits
Elective	1.25 credits
Total Credits.....	40.0 credits

Students need to earn 150.0 credits to be eligible for graduation.

Promotion/Graduation Requirements

Students must take and pass four years of English, mathematics, social studies and science, which are considered to be core academic subjects. These courses are a requirement for promotion to the next grade level and for graduation.

Students who fail any of the core academic subjects in any school year must attend and must pass the failed course in an approved summer school program. The failed course must be passed in the summer school immediately following the school year in which the course was failed.

If a student who fails a core academic course does not attend summer school or does not pass the summer school course, he/she will be retained in the previous grade and will not be promoted. If a student fails core courses in grade 12, he/she will not be eligible for graduation and will not be permitted to participate in the graduation ceremony.

All students must also participate in four years of the physical education/health program. Students must pass their Vocational Technical areas each year to be eligible for promotion and graduation.



English Courses

English 9 – Honors

This advanced college preparatory course is designed for the motivated, self-directed student. It provides students with an in-depth study of literature, and focuses on independent research, critical analysis and written composition.

This course is aligned with state-mandated frameworks, with an emphasis on developing skills necessary for the 10th grade MCAS test. A Guidance Department recommendation based on academic achievement is required for selection of this course.

English 9 – College Preparatory I

This accelerated college preparatory course is designed to provide students with comprehension and critical thinking skills through the study of various genres of literature including: novels, short stories, poetry and drama.

This course encompasses a correlated study of literature, language, conventions, composition, vocabulary development, listening, and speaking. The program is designed to meet state-mandated objectives in writing competency through a sequential, focus area/peer editing writing program and writing folders. Writing assignments will be aligned with works studied in literature.

Instructional emphasis is placed on developing skills necessary to be successful on the 10th grade MCAS test. This course is aligned with state-mandated frameworks, with an emphasis on developing skills necessary for the 10th grade MCAS test.

English 9 – College Preparatory II

This course encompasses a correlated study of literature, language, conventions, composition, vocabulary development, listening, and speaking. The program is designed to meet state-mandated objectives in writing competency through a sequential, focus area/peer editing writing program and writing folders. Writing assignments will be aligned with works studied in literature.

Instructional emphasis is placed on comprehension and critical thinking skills through the study of various genres of literature including: novels, short stories, poetry and drama. Each unit will focus on characteristics of the genres and examine how the form influences the author's purpose and effectiveness.

This course is aligned with state-mandated frameworks, with an emphasis on developing skills necessary to be successful on the 10th grade MCAS test.

English 10 – Honors

This advanced college preparatory course is designed for the motivated, self-directed student. It provides students with an in-depth study of diverse literary works of various genres. Instructional emphasis is placed on critical analysis and advanced writing skills.

This course is aligned with state-mandated frameworks, with an emphasis on developing skills necessary to be successful on the 10th grade MCAS test. An English Department recommendation is required for selection of this course.



English Courses

English 10 – College Preparatory I

This accelerated college preparatory course focuses on literary works of various genres. Students will discuss, analyze and write about these diverse texts to demonstrate their understanding. Instructional emphasis is placed on writing with clear focus, logical development, effective use of detail, and variety in sentence structure, as well as revising and editing with attention to content, organization and style. Writing folders remain an integral component of this course.

This course is aligned with state-mandated frameworks, with an emphasis on developing skills necessary to be successful on the 10th grade MCAS test.

English 10 – College Preparatory II

This course encompasses a correlated study of literature, language, conventions, composition, vocabulary development, listening, and speaking. The program focuses on the application of previously acquired reading, writing, and test-taking skills.

This course will focus on literary works of various genres. Students will discuss, analyze and write about these diverse texts to demonstrate their understanding. Instructional emphasis is placed on writing with clear focus, logical development, effective use of detail, and variety in sentence structure and editing; revising with attention to content, organization, and style; and editing with attention to clauses, mechanics, and sentence structure. Writing folders remain an integral component of this course. Writing assignments will be aligned with works studied in literature.

This course is aligned with state-mandated frameworks, with an emphasis on developing skills necessary to be successful on the 10th grade MCAS test.

English 11 – Honors

This advanced college preparatory course is designed for the motivated, self-directed student. It provides students with critical thinking and analytical skills through the challenging study of literature, composition and vocabulary development. Instructional emphasis is placed on helping students achieve effective written and oral communication skills through research projects, oral presentations, and compositions.

This course is aligned with state-mandated frameworks. An English Department recommendation is required for the selection of this course.

English 11 – College Preparatory I

This accelerated college preparatory course emphasizes comprehension, literary analysis, and critical thinking skills through the study of various genres of literature including: novels, short stories, poetry and drama. Each unit will focus on characteristics of the genres and examine how the form influences the author's purpose and effectiveness.

The course encompasses a correlated study of literature, language, conventions, composition, vocabulary development, listening, and speaking. Focus is placed on the skills necessary for effective written and oral communication; note taking, outlining, research methods, writing, critical thinking, and public speaking. This course is aligned with state-mandated frameworks.



English Courses

English 11 – College Preparatory II

This course encompasses a correlated study of literature, language, conventions, composition, vocabulary development, listening, and speaking. Focus is placed on the skills necessary for effective written and oral communication; note taking, research methods, writing, critical thinking, and public speaking.

This course emphasizes comprehension, literary analysis, and critical thinking skills through the study of various genres of literature including: novels, short stories, poetry and drama. Each unit will focus on characteristics of the genres and examine how the form influences the author's purpose and effectiveness. This course is aligned with state-mandated frameworks.

English 12 – Honors

This advanced college preparatory course is designed for the motivated, self-directed student. This course focuses on refining and mastering skills in writing, reading, literary analysis, speaking, and listening. Reading assignments will focus on inferential reasoning, and critical reading skills in a variety of genres. Students are expected to participate in college-level discussions, and complete a variety of analytical writing assignments. A research paper, college essay and several oral presentations are also required.

This course is aligned with state-mandated frameworks. An English Department recommendation is required for the selection of this course.

English 12 – College Preparatory I

This accelerated college preparatory course emphasizes comprehension, literary and media analysis, as well as critical thinking skills through the study of various genres of literature including: novels, short stories, poetry and drama. Each unit will focus on characteristics of the genres and examine how the form influences the author's purpose and effectiveness. The course also stresses the skills necessary to increase students' inferential comprehension. Instructional emphasis is placed on the college essay, vocabulary development, oral presentations, and narrative and persuasive writing. This course is aligned with state-mandated frameworks.

English 12 – College Preparatory II

This course encompasses a correlated study of literature, language, conventions, composition, vocabulary development, listening, and speaking. The peer-editing program and grammar taught through writing is continued at the twelfth grade level. While vocabulary skills and test taking skills continue, a large segment of the course is dedicated to the writing of résumés, business letters, essays, and speeches.

This course emphasizes comprehension, literary and media analysis, as well as critical thinking skills through the study of various genres of literature including: novel, short stories, poetry and drama. Each unit will focus on characteristics of the genres and examine how the form influences the author's purpose and effectiveness. This course is aligned with state-mandated frameworks.



Social Studies Courses

World History – Honors (Grade 9)

1789 - contemporary times

This advanced college preparatory course provides students with an in-depth study of the economic, cultural and political aspects of major historical events beginning with the French Revolution and continuing to include current events. Students will be expected to do research projects and use advanced critical thinking skills in studying world events. A Guidance department recommendation based upon academic achievement is required for selection of this course.

World History – College Preparatory I (Grade 9)

1789 - contemporary times

Students will study the French Revolution, the Industrial Revolution, and the economic and political roots in the modern world. They will also study World War I, the Great Depression, World War II, the Cold War, and the Russian and Chinese revolutions. Finally, students will learn about the current political, ethnic and religious conflicts in many parts of the world.

Research projects will be assigned and students will be expected to develop skills in reading and writing to a high degree. The student will be able to respond in-depth to essay and open response questions.

World History – College Preparatory II (Grade 9)

1789 - contemporary times

Students will study the French Revolution, the Industrial Revolution, and the economic and political roots in the modern world. They will also study World War I, the Great Depression, World War II, the Cold War, and the Russian and Chinese revolutions. Finally, students will learn about the current political, ethnic and religious conflicts in many parts of the world.

Students will learn to respond appropriately to the essay and open response questions.

U.S. History 1 – Honors (Grade 10)

This advanced college preparatory course provides students with an in-depth study of United States History from 1763-1877. Research will be assigned which covers topics including the framework of the U.S. Government, concepts of American democracy, various historical events, and the creation of the U.S. Constitution. Students will be expected to have strong analytical and critical thinking skills. Emphasis will be placed on the development of skills needed to prepare students for the MCAS History test. A Social Studies department recommendation is required for the selection of this course.

U.S. History 1 – College Preparatory I (Grade 10)

This course presents an in-depth study of the origins of the United States during the Revolution and Constitutional eras, 1763-1877. The basic framework of American democracy and the concepts of American government such as popular sovereignty, federalism, separation of powers, and individual rights will be studied. Map skills, reading and interpreting charts and graphs, and the utilization of primary source materials will be stressed. Students will develop skills in writing and content knowledge to prepare them for the MCAS History test.

U.S. History 1 – College Preparatory II (Grade 10)

This course examines the origins of the United States during the Revolution and Constitutional eras, 1763-1877. The basic framework of American democracy and the basic concepts of American government such as popular sovereignty, federalism, separation of powers, and individual rights will be studied. Map skills, reading and interpreting charts and graphs, and the utilization of primary source materials will be stressed. Students will develop skills in writing and content knowledge to prepare them for the MCAS History test.



Social Studies Courses

U.S. History 2 – Honors (Grade 11)

This advanced college preparatory course offers students an in-depth survey of U.S. History from 1877- current times. Students will be expected to do research on a variety of historical topics and to demonstrate strong analytical and critical thinking skills. Emphasis will be placed on the development of skills needed to prepare students for the MCAS History test. A Social Studies department recommendation is required for the selection of this course.

U.S. History 2 – College Preparatory I (Grade 11)

This course is a more in-depth survey of the United States from the end of reconstruction (1877) to the present. Students will learn about the growth of the United States in a variety of areas such as the Industrial Revolution, foreign affairs, the Progressive Movement, major wars and the Cold War. In the domestic area, it will cover the changes in life of the average American as a result of the New Deal, Civil Rights and the Cold War. The recent events and trends that are shaping the United States and its reply to the world will also be the subject of study.

Students will also be expected to read and comment on the primary sources of the times. Students will learn to respond appropriately to the essay and open response questions. Students will develop skills in writing and content knowledge to prepare them for the MCAS History test.

U.S. History 2 – College Preparatory II (Grade 11)

United States History 2 is a survey of the United States from the end of reconstruction (1877) to the present. It covers the Growth of the United States in such areas as the Industrial Revolution, foreign Affairs, Progressive Movement, major Wars, and the Cold War. In the domestic area, it will cover the changes in the life of the average American as a result of the New Deal, Civil Rights and the Cold War. Students will also study the more recent trends and events that have shaped America.

United Nations – College Preparatory I (Grade 12)

This course examines the structure of the United Nations, its role in international politics and the changing dynamics of the UN since its creation. Additionally, students will prepare for participation in several debate competitions in the spring.

American Government – College Preparatory I (Grade 12)

This course provides a framework for understanding the purposes, principles, and practices of American government as established by the United States Constitution. Students are expected to understand their rights and responsibilities as citizens and how to exercise these rights and responsibilities in local, state, and national government.

American Government – College Preparatory II (Grade 12)

This course provides a framework for understanding the purposes, principles, and practices of American government as established by the United States Constitution. Students are expected to understand their rights and responsibilities as citizens and how to exercise these rights and responsibilities in local, state, and national government.



Mathematics Courses

Algebra 2 – Honors (Grade 9)

This advanced college preparatory course is designed for students who have a mastery of Algebra 1 skills and knowledge. The course focus is on the application of algebraic concepts, quadratic formulae, complex numbers, radicals and rational expressions. There is a concentration on linear and quadratic equations and inequalities. A Guidance department recommendation based upon academic achievement is required for this course.

Algebra 1 – College Preparatory I (Grade 9)

This course provides students with a study of symbols and sets, variables, properties of real numbers, operations with monomials and polynomials, and quadratic equations. Also included is the study of graphing relations and functions.

Algebra 1 – College Preparatory II (Grade 9)

This course provides students with a study of the language and theory of symbols and sets, variables, properties of real numbers, and operations with monomials and polynomials. Also included is the study of linear equations and inequalities in one and two variables, polynomials and quadratic equations.

Geometry – Honors (Grade 10)

This advanced college preparatory course is designed for students who are prepared to do advanced problem-solving and analysis of two and three dimensional geometric figures. The course also includes the study of polygons, properties of circles, area and volume of plane figures and solids, parallelism and congruent figures. A Math department recommendation is required for this course.

Geometry – College Preparatory I (Grade 10)

This course places additional emphasis on the application of geometric concepts and is designed for students who plan to continue their education beyond the secondary level. Advanced skills are developed in problem-solving and analytical thinking through the study of logic, visualization and deductive proofs.

Geometry – College Preparatory II (Grade 10)

This course is a study of plane, solid and analytic geometry based on the concepts of lines and angles, areas of polygons, congruency, circles, proportion line segments, pyramids, cylinders, cones and spheres. The analytical process and problem-solving skills are developed through the study of logic, visualization and deductive proof. Real-world applications are stressed.

Algebra 2 – Honors (Grade 11)

This advanced college preparatory course is designed for students who have a mastery of Algebra 1 skills and knowledge. The course focus is on the application of algebraic concepts, quadratic formulas, complex numbers, radicals and rational expressions. There is a concentration on linear and quadratic equations and inequalities. A Math department recommendation is required for this course.

Algebra 2 – College Preparatory I (Grade 11)

This course provides students with the mathematical background necessary to apply algebraic concepts to specific trade areas. This course focuses on geometric principles, radicals, rational expressions, complex numbers and the quadratic formula. There is a concentration on applications of linear and quadratic equations and inequalities.



Mathematics Courses

Algebra 2 – College Preparatory II (Grade 11)

This course provides students with the mathematical background necessary to apply algebraic concepts to specific trade areas. This course focuses on geometric principles, radicals, rational expressions, complex numbers and the quadratic formula. There is a concentration on applications of linear and quadratic equations and inequalities.

Trigonometry – Honors (Grade 11)

This advanced college preparatory course is offered for students who have successfully mastered Algebra 2 and Geometry concepts. The course will provide the foundation for college-level mathematics courses. The curriculum will consist of right triangle trigonometry, graphing trigonometric functions, solving trigonometric equations, identities, logarithms, vectors and matrixes. The course will also have students explore conics, complex rational expressions and the integral zero theorem. A Math department recommendation is required for this course.

Trigonometry – College Preparatory I (Grades 11 & 12)

This course is offered for students who have successfully completed Algebra 2 and Geometry. The course will provide the foundation for college-level mathematics and will consist of right triangle trigonometry, graphing trigonometric functions, solving trigonometric equations, basic identities, logarithms, vectors, matrixes and will explore conics, complex rational expressions and the integral zero theorem.

Pre-Calculus/Calculus – Honors (Grade 12)

This advanced college preparatory course is offered to those students who have mastered the concepts of Algebra 2 and Trigonometry courses. Advanced topics such as functions and limits, exponential and logarithm functions, applications of differentiation, indefinite and definite integrals, and applications of integration will be covered. A Math department recommendation is required for this course.

Statistics – College Preparatory I (Grade 12)

This course is offered for students who have successfully completed Geometry and Algebra 2. This course will explore those areas pertaining to the collection, analysis, interpretation, explanation, and presentation of data and its real-world applications. Topics covered will include organizing data, correlation, and probability theory along with normal curves, sampling and hypothesis testing.

Advanced Algebra – College Preparatory II (Grade 12)

This course provides students with the necessary skills to master the learning of advanced algebraic concepts. This course focuses on exponential, logarithmic, rational, quadratic equations and functions, conic sections, sequences, series, probability, statistics, trigonometric graphs, ratios, equations, and functions. A Math department recommendation is required for this course.

Applied Mathematics – College Preparatory II (Grade 12)

This course is designed for students who learn mathematical skills in an applied setting. An initial review of the basic mathematical skills is offered as well as an emphasis on the development of problem-solving skills for trades. Students will be able to measure and evaluate diverse measurement systems, graphs and statistical analysis in an activity-centered environment. This course is only available to those seniors who have successfully completed math requirements in double periods in prior years and have achieved proficiency on MCAS. Students will learn these concepts in relation to their trade/technical program.



Science Courses

Biology 1 – Honors (Grade 9)

This advanced college preparatory course allows students to learn about the chemistry of life, cell structure and function and genetics through lecture, discussions, demonstrations and laboratory experiments. This course provides a rigorous academic challenge. A Guidance department recommendation based upon academic achievement is required for this course.

Biology 1 – College Preparatory I (Grade 9)

This course allows students to enter the exciting world of living things. Students will learn about the chemistry of life, cell structure and function, genetics, and inheritance through lecture, discussions, demonstrations, laboratory experiments, and model building.

Biology 1 – College Preparatory II (Grade 9)

This course allows students to enter the exciting world of living things. Students will learn about the chemistry of life, cell structure and function, genetics, and inheritance through lecture, discussions, demonstrations, laboratory experiments, and model building.

Biology 2 – Honors (Grade 10)

This course explores the structure and function of the systems of the body, the evolution of organisms, and the interaction between organisms and their environment. Students will examine how the digestive, circulatory, respiratory, nervous, and the muscular/skeletal systems interact with each other to maintain homeostasis in the body. Students will investigate the genetic changes that have occurred in our environment that have contributed to our biodiversity. Different factors that affect our ecosystem and the impacts they have on us now and in the future will be explored. Students will develop skills in writing, research, and content knowledge to prepare for the MCAS science test. A Science department recommendation is required for this course.

Biology 2 – College Preparatory I (Grade 10)

This course explores the structure and function of the systems of the body, the evolution of organisms and the interaction between organisms and their environment. Students will examine how the digestive, circulatory, respiratory, nervous, and the muscular/skeletal systems interact with each other to maintain homeostasis in the body. Students will investigate the genetic changes that have occurred in our environment that have contributed to our biodiversity. Different factors that affect our ecosystem and what impacts they have on us now and in the future will be explored. Students will develop skills in writing and content knowledge to prepare for the MCAS Science test.

Biology 2 – College Preparatory II (Grade 10)

This course explores the structure and function of the systems of the body, the evolution of organisms and the interaction between organisms and their environment. Students will examine how the digestive, circulatory, respiratory, nervous, and the muscular/skeletal systems interact with each other to maintain homeostasis in the body. Students will investigate the genetic changes that have occurred in our environment that have contributed to our biodiversity. Different factors that affect our ecosystem and what impacts they have on us now and in the future will be explored. Students will develop skills in writing and content knowledge to prepare for the MCAS Science test.



Science Courses

Physics – Honors (Grade 11)

This advanced college preparatory course provides an in-depth study of energy and the laws of motion that govern all objects in the universe (Newtonian Dynamics). The study of physics ranges from the understanding of units of measurement to identifying and measuring motion, force, and various forms of energy. During a double period, students will learn how to solve advanced physics problems and how to integrate their understanding of concepts of motion, force, and energy in the laboratory. A Science department recommendation is required for this course.

Physics – College Preparatory I (Grade 11)

This advanced college preparatory course provides an in-depth study of energy and laws of motion that govern all objects in the universe (Newtonian Dynamics). The study of physics ranges from the understanding of basic units of measurement to identifying and measuring motion (speed, velocity, and acceleration), force, and various forms of energy. During a double period, students will learn how to solve algebra based physics problems that are found in everyday life. Students will also apply their understanding of concepts of motion, force, and energy in the laboratory.

Anatomy and Physiology – College Preparatory I (Grade 11)

This course is designed to provide the student with in-depth essential information regarding the human body's structure and function. Explored in this class are the specific organization of cells, tissues, organs and body systems, along with their homeostatic relationships. Correct terminology and practical application of knowledge are emphasized.

Anatomy and Physiology – College Preparatory II (Grade 11)

This course is designed to provide the student with essential information regarding the human body's structure and function. The specific organization of cells, tissues, organs, and systems, along with their inter-relationships, is explored. Correct terminology and practical application of knowledge are emphasized.

Chemistry – College Preparatory I (Grade 12)

This course focuses on an in-depth study of matter. Major emphasis is on chemical and physical properties of elements, compounds and mixtures, the periodic table, and stoichiometry. The structure of matter, including the atom, ionic substances and molecular compounds is studied. The relevance of chemistry to industry and society is explored.

Chemistry – College Preparatory II (Grade 12)

This course focuses on the fundamental concepts of matter. Instructional focus is on chemical and physical properties of elements, compounds and mixtures, the periodic table, and stoichiometry. The structure of matter, including the atom, ionic substances and molecular compounds is studied. The relevance of chemistry to industry and society is explored.

Environmental Studies – College Preparatory II (Grade 12)

This course is designed for the student who is interested in developing an understanding of the role people play in shaping and changing their environment. Through activities which include research, written reports, and guest lectures, students develop an understanding of what they can do to maintain the delicate balance of nature.



World Languages

Students are encouraged to enroll in a World Language since it is a requirement for many colleges.

French 1 – College Preparatory I

This course introduces students to the basic speech patterns and expressions of language that will provide a foundation for the development of communication skills - listening, speaking, reading and writing. Students will use computers and visuals to enhance interaction and cultural awareness.

French 2 – College Preparatory I

This course builds upon the basic language skills acquired in French 1. Students will develop a greater variety of French expressions and vocabulary with expanded focus on entertainment, music, weather, health, and other daily language expressions. A teacher recommendation is required.

French 3 – College Preparatory I

This course aims to further develop and reinforce the four basic language skills acquired in French 1 and 2. Additional language proficiency is reinforced through classroom discussions, tapes and projects. French culture and civilization is studied through readings of French literature and research available through computer technology. Students work on writing and conversation skills. A teacher recommendation is required.

French 4 – College Preparatory I

This course builds on previous studies in grammar, conversation and culture. A teacher recommendation is required. Emphasis is on the advanced development of French proficiency.

Spanish 1 – College Preparatory I

This course is designed to introduce students to basic speech and expression in Spanish that will provide a foundation for the development of communication skills. Students will use a variety of visuals and computer technology to foster introduction and enhance cultural awareness.

Spanish 2 – College Preparatory I

This course builds upon basic skills introduced in Spanish 1. Emphasis is placed on the development of communication skills by reinforcing and expanding Spanish expressions in discussions and interviews. Grammar skills are expanded through projects and writing assignments.

Spanish 3 – College Preparatory I

This course is designed to build upon previously acquired speaking, listening, writing, and comprehension skills developed in Spanish 1 and Spanish 2. Oral recitation and expression is an integral component of this course, along with a more intensive vocabulary and grammar study. Emphasis on language, relevancy and application to everyday life experiences, interests and the job world is stressed. There is attention to significant Spanish literary contributions and a focus on cultural differences, thus motivating students to participate in local and global communities. A teacher recommendation is required.

Spanish 4 – College Preparatory I

Students will study more advanced grammar with the emphasis on reading and writing. The literature studied will be appropriate to the previous language experience of the students. Students will complete projects related to their vocational studies. A teacher recommendation is required.



Half-Year Elective Courses

Art I & II (Grades 11 & 12) CPII

This course introduces various concepts, art techniques and mediums available in two-dimensional and three-dimensional art. Areas of crafts, printmaking, sculpting, painting and drawing are covered along with a focus and appreciation of art from multicultures. Exposures to art ideas and an opportunity for students to express and creatively expand their art talents through the environment, imagination, and skills are fostered.

Introduction to Media Production I & II (Grades 11 & 12) CPII

In this course, students study different aspects of media production including television and radio. The emphasis is on television where students learn basic shooting, interviewing and editing techniques. The course is designed to enhance student writing through script development and public speaking through live broadcast presentations. One after-school videotaping project per marking period is required.

Health Related Fitness (Grades 11 & 12) (Elective) – College Preparatory II

The comprehensive goals and objectives of the Health Related Fitness class is on equitable participation in individual and group activities that will enhance the student's fitness levels, skill ability and knowledge. Students will identify life management skills that contribute to achieving personal wellness goals by participating in activities that will decrease sedentary lifestyle, promote physical fitness, and relieve mental and emotional tension.

Microsoft Office – An Introduction to Integrated CPII Computer Applications I (Grades 11 & 12)

The focus of this course is on learning the Microsoft Office 2007. This integrated application software includes Word, Excel, Access, PowerPoint. Students will be introduced to essential Office skills, including starting Microsoft Office, using the mouse and keyboard, screen elements and an overview of the applications and Operating system. With Word, they will create letters, memos, web pages, newsletters, and more. Excel is used to organize and calculate data, track financial data, and create charts and graphs. Using Access, they will learn to store, retrieve, and report on information. Students will also create dynamic on-screen presentations with PowerPoint, the presentation graphics tool.

Music Appreciation, Performing Arts I & II (Grades 11 & 12) CPII

The combination of music and the performing arts presents a program that enhances a student's appreciation of these areas through the practical study of acting, movement and theatre production, along with special emphasis on guitar and piano music. Students will study theory as well as participate in classroom productions that call upon skills learned in all of the areas. Productions include monologue, a short play and a musical talent show.

Small Business Management I (Grades 11 & 12) CPII

Through a hands-on approach, students will develop the critical thinking skills needed to own or manage a small business. This includes a knowledge of licensing requirements and business law, advantages and disadvantages of the legal forms of business ownership: sole proprietorship, partnership or corporation, and how to form a legal business entity. Students will also prepare a financial proposal for a business they want to start. Also, students will learn to use business math as a tool to solve pricing, tax, and break even problems. From there, students will learn basic accounting, principles of marketing, and how to prepare business letters and press releases. Finally, students will explore the theories of management and organizational structures necessary for motivating employees, hiring and firing, and resolving conflict. An emphasis is placed on the individual student's own unique business and the issues involved with the business.



Full-Year Elective Courses

Accounting I – College Preparatory I (Grade 12)

Basic concepts covered include double-entry bookkeeping and creation of basic financial reports such as the balance sheet, and income statements. Emphasis on cash receipts, accounts receivable, and accounts payable. Assignments will include the use of the general journal, general ledger and worksheets. There is no prerequisite for this course.

Journalism – College Preparatory I (Grade 12)

Journalism focuses on developing writing, editing and interviewing skills. Students write news stories, features, reviews and sports columns. Some students also complete photography, illustrations, cartoons and layout designs. The goal of the course is to publish the school newspaper every six weeks. Students also submit articles to area newspapers for publication.

Pre-Engineering – College Preparatory I (Grade 12)

This course is designed to introduce students to the field of Engineering. Students will gain an appreciation for why a solid foundation in the math and sciences is not only necessary, but required for success as an engineer. Through basic engineering projects, students will learn to brainstorm ideas, develop skills in blueprint reading and sketching, and will learn how to use drawing instruments, and 3D CAD software.

Psychology – College Preparatory I (Grade 12)

This course explores the basic principles of psychology and covers such topics as psychological development, theories of personality, the principles of learning, coping with frustration and the causes and treatment of personality disorders.



Physical Education Courses

Physical Education/Health Education (Grades 9, 11, 12) (Requirement)

Physical Education and Health Education combine to create a Wellness course that is an integral part of the educational curriculum. The comprehensive goals and objectives of the program address the physical, social, emotional, and mental health of the students. In Physical Education classes, the emphasis is on equitable participation in interactive group and individual activities that will enhance the student's fitness level, skill ability and knowledge. Health Education classes focus on providing current information on various topics to encourage students to make safe, responsible decisions concerning their health. Both aspects of this Wellness course combine to aid in the development of the student as a happier, healthier and better learner.

Current Topics in Health/Physical Education (Grade 10) (Requirement)

The comprehensive goals and objectives of this Wellness course address the physical, social, emotional, and mental health of the students. The class focuses on providing current information on various topics to encourage students to make safe, responsible decisions concerning their health. Students will learn how to access health information and analyze the influence of culture and other factors in order to advocate for personal, family and community health.



Exploratory (Grade 9)

The Exploratory Program at Whittier Tech is designed to allow students to make informed decisions in choosing a vocational technical area which they wish to pursue in grades 10, 11 and 12. The Exploratory Program provides students with experiences in career awareness by giving them an orientation to all the vocational technical areas that Whittier offers.

During the first three quarters of grade 9, students rotate through all vocational technical programs. This experience promotes equal opportunity and equal access for every student to all programs and encourages participation in non-traditional career choices.

Career plans will be developed for all freshman and will be evaluated yearly. This plan will ensure that students choose career paths that match their interests, abilities and educational goals. Various assessments are used and short and long term goals are established.

In addition, all freshman are required to maintain an Exploratory Binder. This binder will contain writing assignments reflecting the students' experience in all twenty vocational/technical fields, as well as grade reports. All students are evaluated consistently in all technical programs.



Cooperative Education Program (Grades 11 & 12)

Cooperative Education provides students the opportunity to develop academic, technical, and employability skills not acquirable in a school-based setting, but acquirable in a work-based setting.

Students in good academic standing, who have demonstrated the knowledge and skills associated with 2 full years (the equivalent of 8 terms) in their chosen technical field, are eligible for co-op employment. Through a cooperative arrangement between the school and employers, students alternate study in school with paid employment in their chosen technical field. Students are evaluated weekly by their employer and documentation of such is submitted to the Cooperative Education Coordinator.

Cooperative Education requires a formal agreement between the school, employer, students, and parent/guardian. Employers agree to meet all requirements of state and federal labor laws and regulations including, but not limited to, those addressing worker compensation insurance, equal employment opportunity and occupational safety and health. Employers may also be subject to CORI law per Whittier School District policy.



Auto Body/Collision Repair

The Auto Body/Collision Repair program is a three-year NATEF Master Certified program built around the I-CAR curriculum. I-CAR is recognized industry wide as the leader in collision repair technology and research. The curriculum exposes and trains students in the trade through a series of competencies and tasks in the following areas: painting & refinishing, non-structural analysis & damage repair, damage analysis & estimating, structural analysis & damage repair, and mechanical & electrical components.

Students will deal directly with customers, write estimates, schedule jobs, order parts, and complete the repair process. Students progress at their own pace in an environmentally friendly “green” shop featuring Waterborne Refinishing Systems.

In addition, students who successfully complete the Auto Body/Collision Repair program are eligible to receive credit for one year’s work experience towards various Automotive Service Excellence (ASE) certifications. Students also receive one year of experience towards Massachusetts Auto Damage Appraisers Licensure.

Upon graduation, students are employable as automotive refinishers, entry-level technicians, estimators, assistant managers, salespersons for collision repair equipment, tools and supplies.

Articulation Agreements between Whittier Regional Vocational Technical High School’s Auto Body/Collision Repair Program exist at the following colleges and institutions:

Franklin Institute
Eastern Maine Technical College
Central Maine Technical Institute
Baran Institute

Auto Body Collision Repair graduates co-op and students are working at the following companies:

Regan Ford	Commonwealth Motors
Today’s Collision Centers	Paul Russell & Company
Jaffarian Volvo/Toyota	Mota’s Auto Body
Don Kennett Auto Body Supply Store	

Licenses, Certifications, and Affiliations

BASF Refinishing Certification, Mobile Air-Conditioning (MAC) Society, Fuser Plastic Repair Certification, OSHA 10-hour safety certification, SkillsUSA, Safety Pollution Training (S/P 2) certificate, (NATEF) National Automotive Technicians Education Foundation



Automotive Technology

The Automotive Technology program will train students in all eight National Automotive Technicians Education Foundation (NATEF) approved areas for which the department is certified. The training will consist of hands-on work performed on donated and customer vehicles. In addition, a classroom related segment is included in the program. A series of competencies/tasks in all eight of the following NATEF approved areas will be covered: Engine Repair, Automatic Transmission/Transaxle, Manual Drive Train and Axles, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating and Air Conditioning, and Engine Performance.

In addition, students who successfully complete the Automotive Technology Program are eligible to receive credit for one year's work experience towards various Automotive Service Excellence (ASE) certifications.

Job opportunities in the Automotive Technology area include: General automotive technicians, auto parts salesperson, specialized repair shops and customer service writers.

Articulation Agreements between Whittier Regional Vocational Technical High School's Auto Technology Program exist at the following colleges and institutions:

Eastern Maine Technical College
Franklin Institute of Boston
Baran Institute
Central Maine Technical Institute

Auto Technology graduates and co-op students are working at the following companies:

Commonwealth Motors	Woodworth Motors
Smith Motor Sales	Midas
Firestone	Regan Ford
Jaffarian Volvo/Toyota	
Seacoast Volkswagen	

Licenses, Certifications, and Affiliations

SkillsUSA, OSHA 10-hour safety certification, National Automotive Technicians Education Foundation (NATEF) certified in all eight areas



CAD/Drafting

The CAD/Drafting program introduces the student to the use of drafting instruments, measuring, line work, geometric construction, orthographic projection, sketching, isometric drawing and perspective drawing. Students progress to drawing layout, multi-view drawings, sectioning, auxiliary views, assembly drawings and model making. A major part of the curriculum includes computer-aided drafting using Auto CAD and Solidworks software to produce drawings on the computer. Students draw a series of projects which are designed to progressively lead them to basic proficiency level in drafting and CAD. Students are then encouraged to choose an area of interest (mechanical, architectural, etc.). They are then guided through higher level of projects which are drawn in 3D software and printed on a 3D printer. They also learn to build prototypes and models.

As a CAD operator or drafter, students can work for companies which concentrate on mechanical, machine, electrical, electronics, electro-mechanical, civil, structural and architectural design. In addition, each student is given the opportunity to take the American Design Drafting Association ADDA Certification Test which is internationally recognized.

Articulation Agreements between Whittier Regional Vocational Technical High School's CAD/Drafting Program exist at the following colleges and institutions:

- Middlesex Community College
- Northern Essex Community College
- New England Institute of Technology
- New Hampshire Technical College
- York County Technical Institute

CAD/Drafting graduates and co-op students are working at the following companies:

- | | |
|---------------------|------------------------|
| Tech Print | Millennium Engineering |
| Arrow Engineering | E.F. Shea |
| RAM Engineering | Ergoment, Inc. |
| Hudson Design Group | |

Licenses, Certifications, and Affiliations

American Design Drafting Association-Member (ADDA), National Occupation Skills Standards-Computer Aided Drafting (CAD), SkillsUSA, OSHA 10-hour safety certification



Carpentry

The Carpentry program provides instruction in finish carpentry, house construction, remodeling and current building codes. Carpentry students are instructed in the use of basic hand tools, portable and stationary power equipment, estimation and use of building materials, millwork fabrication, project lay-out and design. Students are also involved in various school remodeling projects as well as projects for municipalities and non-profits within the Whittier School District. In addition to technical knowledge, students are instructed in the areas of the Occupational Safety and Health, Employability, and Entrepreneurship leading to varied career opportunities.

Successful completion of the Carpentry program will satisfy one of the three years of experience required by the state for Construction Supervisor certification.

After graduation, students are employable as framers, finish carpenters, cabinetmakers, remodelers, dry wallers, siders, and lumberyard employees involved with distribution and sales.

Articulation Agreements between Whittier Regional Vocational Technical High School’s Carpentry Program exist at the following colleges and institutions:

Eastern Maine Technical College
New England Institute of Technology
New Hampshire Technical College
University of Southern Maine

Carpentry graduates and co-op students are working at the following companies:

AJW Construction
DMS Builders
Millwork Door and Window
Ralph A. Esty, Sons

Licenses, Certifications, and Affiliations

OSHA 10-hour construction safety certification, SkillsUSA



Computer and Office Technology

The Computer and Office Technology program offers an Information Technology career for students in studying today's complex information systems in a state of the art microcomputer environment. Students in this program are trained using the latest equipment, techniques, computer applications, programming languages, web design tools and other skills required to process information used in today's world. All students are provided with a solid foundation in the logical thinking skills necessary for success in this field. Intensive training in Microsoft Office Software Applications leads to expert certification in Word, Excel, PowerPoint, Access, and Outlook. Students test for Microsoft Office Specialists (MOS) Certifications that are recognized worldwide. Office practices and procedures include: Century 21 Accounting, QuickBooks automated accounting, creation of standard documents used in today's business world, filing, and employability skills. Students also master web design techniques using the HTML language and Macromedia tools including Dreamweaver, Flash and Fireworks. The Visual Basic programming language provides a solid foundation for students interested in game design after graduation.

Upon graduation, job opportunities include: Office Technology Specialists, Administrative Assistants, Accounting Specialists, Computer Programmers, and Web Design and Maintenance.

Articulation Agreements between Whittier Regional Vocational Technical High School's Computer and Office Technology Program exist at the following colleges and institutions:

Bay State College, Eastern Maine Technical College, New England Institute of Technology, Newbury College, Johnson and Wales University, University of Southern Maine, York County Technical Institute, Northern Essex Community College, The Gibbs School, Central Maine Community College and Boston University.

Computer and Office Technology graduates and co-op students are working at the following companies:

TASC Technologies	Neptune Uniforms
Chesterton Corporation	Merrimac Savings Bank
TD Bank	
Provident Bank	
Project Dog	
Beckwood Services	

Licenses, Certifications, and Affiliations

Microsoft Office Specialists (MOS) Certification, Internet and Computing Core Certification (IC-3), OSHA 10-hour safety certification, SkillsUSA



Cosmetology

Students in the Cosmetology program learn the techniques necessary for a career in the beauty industry with a focus on how to develop a self-confident and professional attitude crucial for success in the trade. Students learn the principle steps on facials, manicures, scalp treatments, hair cuts, foil frosting, and acrylic nails. Chemical services such as hair coloring, hair bleaching, permanent waving and hair straightening are demonstrated throughout the program.

Senior year, students have the opportunity to further develop their skills while working in our in-school salon which is open to the public. Upon completion of one thousand (1000) hours, students are prepared to take the Massachusetts State Board exam, and may obtain a Class I Cosmetology license.

Upon graduation, job opportunities may include: salon stylist, hair stylist, nail technician, skin care specialist, platform artist, product educator, salon manager or owner, hair color specialist, texture service specialist, wig/extensions specialist, and make-up artist.

Cosmetology graduates are working at the following companies:

John Michael Salon
Interlocks Salon & Day Spa
Supercuts
A Cut Above

Creative Cuts Salisbury
Mezan - Haverhill
Trendz - Amesbury
Cutters Plus - Amesbury

Licenses, Certifications, and Affiliations

Massachusetts State Board of Cosmetology Operator’s License, Massachusetts Cosmetology Association, New England Cosmetology Association, OSHA 10-hour safety certification, SkillsUSA



Culinary Arts

The Culinary Arts program combines hands-on training with related studies in the classroom. Students learn the principles of food preparation, bread baking and pastry production, food service, and restaurant management. Students will acquire fundamental and advanced cooking/baking skills. A study of health, safety, sanitation code, nutrition, inventory control, food service math, and computer/POS skills are included in the curriculum.

Students will have the opportunity to demonstrate and apply their skills in our school restaurant, The Poet's Inn, which is open to the public.

Upon graduation, job opportunities include: chef, prep cook, industrial cook, chef assistant, pastry chef, server, dining room manager, and fast food manager.

Articulation Agreements between Whittier Regional Vocational Technical High School's Culinary Arts Program exist at the following colleges and institutions:

- Johnson & Wales University
- Central Maine Community College
- New York Restaurant School
- Eastern Maine Technical College
- Newbury College
- Northern Essex Community College
- Art Institute of New York
- Middlesex Community College
- North Shore Community College

Culinary Arts graduates and co-op students are working at the following companies:

- | | |
|---------------------------|-------------------------|
| 99 Restaurants | Sylvan Street Grill |
| Sydney and Hampton | Bradford Seafood Sales |
| Bistro 45 | Georgetown Country Club |
| Nicol's Village | Atkinson Country Club |
| Kenoza Manor | Angelina's |
| Stop & Shop | Market Basket |
| Fresh City | Hans Kissel |
| N. Andover Country Club | Ashland Farms |
| Lawrence General Hospital | |

Licenses, Certifications, and Affiliations

American Culinary Foundation (ACF) Accredited, ServSafe Certification, Pro-Start Certification and ServSafe Alcohol Certification, OSHA 10-hour safety certification, SkillsUSA



Diesel Technology

The Diesel Technology program exposes students to the five areas of the National Automotive Technicians Education Foundation (NATEF) program, for which the department is certified. The program consists of classroom instruction and hands-on training. Upon completion of the program, students can achieve entry-level skills in the following NATEF approved areas: diesel engines, suspension & steering, brakes, electrical/electronic systems, preventative maintenance inspection.

In addition, students who successfully complete the Diesel Technology program are eligible to receive credit for one year’s work experience towards various Automotive Service Excellence (ASE) certifications.

Job opportunities in the Medium/Heavy-duty truck field include: Construction Mechanic, Truck Technician, Parts Counterperson, Marine Mechanic, Truck Fleet Technician.

Articulation Agreements between Whittier Regional Vocational Technical High School’s Diesel Program exist at the following colleges and institutions:

Eastern Maine Technical College
Baran Institute

Diesel graduates and co-op students are working at the following companies:

Midas
Paul’s Auto & Truck Service
Covantra Energy
Aulson Companies

Licenses, Certifications, and Affiliations

SkillsUSA, National Automotive Technicians Education Foundation (NATEF) approved program, OSHA 10-hour safety certification, Automotive Service Excellence (ASE) certifications



Early Education and Care

The Early Education and Care program is designed to prepare students for professional careers of caring and teaching with an emphasis placed on the development of young children. Through their practical experience at various child care facilities, students observe and participate under the supervision of certified child care professionals. Students gain experience of a variety of “ages and stages” as well as different teaching styles. The information gained in the theory/study of child development is also applied in the practical experiences while working with young children.

The curriculum in child growth and development is designed to prepare students to apply for certification as infant/toddler and/or preschool teachers, by the Massachusetts Department of Early Education and Care.

Graduates will possess the necessary skills to be employed as workers in the early childhood field or may choose to continue in their education at the post-secondary level.

Articulation Agreements between Whittier Regional Vocational Technical High School’s Early Education and Care program exist at the following colleges and institutions:

Newbury College
Northern Essex Community College
Middlesex Community College

Early Education and Care graduates and co-op students are working at the following companies:

Noah’s Ark Day Care YMCA Child Care
International Day Care Basic Beginnings
Haverhill Day Care
Little Sprouts
Precious Gems
Merrimack Child Care Center

Licenses, Certifications, and Affiliations

Hours toward Massachusetts Department of Early Education and Care Certification, CPR and First Aid certification, OSHA 10-hour safety certification, SkillsUSA



Electrical

Students in *the Electrical program* learn the fundamentals of electrical circuitry and the laws that govern electricity. Course content includes electrical theory, electrical building code, safety practices, and installation techniques.

Upon successful completion of the Electrical Program, students will become proficient in “all aspects” of the electrical trade. These areas include:

- Safety/health skills to perform work with the awareness on safety in the workplace.
- Technical knowledge and skills in the areas of residential, commercial and industrial circuitry, applicable electrical codes and theories of electricity, with the support of related instruction.
- Employability knowledge and skills, which develop good work ethics, communication, and problem solving skills.
- Management and entrepreneurship knowledge and skills by developing a business plan and understanding the requirements to own and operate a business.

Upon graduation from the Electrical Program, students will have opportunities to enter the workforce as electrical apprentices for employment with electrical contractors, systems contractors, and electrical supply distributors, working toward the goal of licensure.

Students will also have the opportunity to attend two and four year colleges and evening technical continuing education courses.

Articulation Agreements between Whittier Regional Vocational Technical High School’s Electrical Program exist at the following colleges and institutions:

Eastern Maine Technical College
 Franklin Institute of Boston
 New England Institute of Technology

Electrical graduates and co-op students are working at the following companies:

Rice & Brouillard	Stilian Electric
Piquette & Howard	All-Pro Electric
Jupiter Electric	Munters Corporation
All American Sign	Interstate Electrical
Griffin Electric	Services
Cummings Properties	

Licenses, Certifications, and Affiliations

Over 1,000 hours practical experience toward licensure, 150 hours theory code toward licensure, OSHA 10-hour construction safety certification, SkillsUSA, Local 13 IBEW of Boston



Electronics/Robotics

Students in the Electronics/Robotics program learn the basic principles of analog and digital electronics with emphasis on AC and DC circuits, solid state devices, and digital circuits. In conjunction with this, students perform laboratory experiments that require prototyping, circuit assembly, and soldering skills. Students integrate these skills by building various electronic projects and kits that reflect real-world applications. In the robotic area, students learn how electronic circuits are used to control mechanical devices by building simple robotic projects such as mobile robots. Students also design and build robotic projects using computers and robotics software which progresses from basic programming levels up to more challenging ones. Emphasis in the program is given to problem solving and critical thinking skills, along with extensive hands-on activities. Skills in several technological areas are combined to broaden students' development and to maximize career opportunities.

Upon completion of the program, graduates have the foundation to pursue careers such as field service technicians, video game technicians, electronic inspectors, electronic assemblers or electronic inspectors. With further instruction, graduates could pursue careers such as electronic engineers, licensed radio/television technicians or medical electronic technicians.

Articulation Agreements between Whittier Regional Vocational Technical High School's Electronics/Robotics Program exist at the following colleges and institutions:

Northern Essex Community College
 New England Institute of Technology
 Franklin Institute
 Baran Institute
 Central Maine Technical Institute

Electronics/Robotics graduates and co-op students are working at the following companies:

CPR Technologies
 QSI Systems
 Advanced Communications
 Beckwood Services, Inc.
 Antares Analytical

Licenses, Certifications, and Affiliations

Electronic Technicians Association (ETA), Student Electronic Technician (SET), Certified Electronic Technician (CET), OSHA 10-hour safety certification, SkillsUSA



Graphic Communications

The Graphic Communications program provides training in all aspects of visual design and production for both print and multi-media. Students are introduced to a variety of software programs such as QuarkXPress, InDesign, Illustrator, Photoshop, Dreamweaver, and Flash. This experience also serves as a solid background for those interested in learning web page design. Principles of design and color theory, copy preparation, desktop publishing, digital photography and illustration, offset platemaking, camera work, film developing and offset printing are emphasized. State-of-the-art equipment is used to provide students training that is current and applicable in the marketplace.

Students are prepared to acquire Adobe Certified Associate (ACA) status by taking various exams in their Junior or Senior year. ACA exams are offered in Visual Communications, Rich Media, and Web Design. PrintEd Certification exams are also available.

Upon graduation, students are prepared to pursue jobs in layout and design, desktop publishing, illustration, digital photography, web design, platemaking, press operations and binding.

Articulation Agreements between Whittier Regional Vocational Technical High School's Graphic Communications Program exist at the following colleges and institutions:

Northern Essex Community College
 New England Institute of Technology
 The New England Institute of Art
 Central Maine Technical College
 The Center for Digital Imaging Arts at Boston University

Graphic Communications graduates and co-op students are working at the following companies:

Deschamps Printing
 Foto Factory
 Concord Printing
 Ram Printing
 Wholesale Printing
 Tech Print

Licenses, Certifications, and Affiliations

PrintEd, SkillsUSA, OSHA 10-hour safety certification, Printing Industries of New England (PINE), Printing Industries of America (PIA), Graphic Arts Technical Foundation (GATF), Graphic Arts Education and Research Foundation (GAERF), Adobe Certified Associate (ACA)



Health Occupations

The Health Occupations program is designed to provide each student with the opportunity to experience the therapeutic, diagnostic, informational and administrative areas of the health profession. Students are taught basic medical science, human anatomy and physiology, medical spelling and terminology This program will prepare students to successfully achieve certification as a Nursing Assistant in the State of Massachusetts. Students will have the skills necessary to enter the health care field at an entry-level position.

Upon completion of the Health Occupations program, students will have the opportunity to receive dual certification as a home health aide.

In addition, students will have CPR, First Aid and EKG certification.

Articulation Agreements between Whittier Regional Vocational Technical High School’s Health Occupations Program exist at the following colleges and institutions:

Newbury College
Northern Essex Community College

Health Occupations graduates and co-op students are working at the following companies:

Opportunity Works	Edgewood Retirement
North Shore Endodontics	Country Manor
Lakeview House	Anna Jacques Hospital
Penacook Place	Merrimac Valley Hospital
Harborside Healthcare	Port Health Care Center
Northshore Endodontics	Holy Family Hospital
Lawrence General Hospital	Lahey Clinic - Peabody

Licenses, Certifications, and Affiliations

HHA, Certified Nursing Assistant (CNA) Certification, EKG Certification, SkillsUSA, OSHA 10-hour safety Certification, CPR and First Aid Certification, Alzheimer’s Caregiver Certification



Heating/Ventilation, Air Conditioning and Refrigeration

Students in the *HVAC program* are introduced to refrigeration, heating, and air conditioning practice and principals. Students learn how to size refrigeration parts, such as; compressors, filter driers, metering devices, low, and high-pressure refrigerant lines. In addition, students receive instruction on electrical fundamentals and operation of series and parallel circuits. Students will learn how to interpret electric schematics and read electrical wiring diagrams.

In addition, students will receive 100 hours of Massachusetts Electrical Code and 100 hours of refrigeration theory/code hours necessary for application as a Refrigeration and/or Oil Burner Apprentice Licensure by the Commonwealth of Massachusetts. Students will also have the opportunity to take section 608 of the Federal Clean Air Act exam.

Articulation Agreements between Whittier Regional Vocational Technical High School’s Heating/Ventilation, Air Conditioning and Refrigeration Program exist at the following colleges and institutions:

New England Institute of Technology
Massasoit Community College
Eastern Maine Technical College
Baran Institute

HVAC graduates are and co-op students working at the following companies:

Water Energy Dist.
Dry Air Systems, Inc.
Dussault Mechanical Services
Mike Murphy and Sons
Climate Design
Polar Refrigerant

Licenses, Certifications, and Affiliations

Environmental Protection Agency (EPA) Certification,
OSHA 10-hour construction safety certification, SkillsUSA



Machine Technology

The Machine Technology program combines the use of technical knowledge and hands-on experience in the manufacturing of products and the proper use of precision machines. Emphasis is placed on technical machine shop theory, knowledge and the use of lathes, saws, vertical and horizontal milling machines, surface and cylindrical grinders, as well as applied machine shop mathematics, blueprint reading, geometric dimensioning and tolerancing, and knowledge and operation of Computer Numerical Control (CNC), Vertical Machining Center (VMC) and CNC Lathe. Practical and efficient use of Mastercam X2 design, mill, and lathe programming software will be used to complete real-world parts. Two Dimensional and Three Dimensional design, programming and machining will be covered.

Articulation Agreements between Whittier Regional Vocational Technical High School’s Machine Technology Program exist at the following colleges and institutions:

University of Southern Maine
Central Maine Community College

Machine Technology graduates and co-op students are working at the following companies:

Prodev, Inc.
Seabrook International, Inc.
Arwood Machine Corporation
MacDiarmid Machine Corporation
N.E. Die Cutting, Inc.
The Gillette Company
Little Enterprises, Inc.
True Technologies

Licenses, Certifications, and Affiliations

National Institute for Metalworking Skills (NIMS), SkillsUSA, OSHA 10-hour safety certification



Marketing Education/ Business Management

In the Marketing Education/Business Management program students are introduced to the principles and practices of marketing/distribution and general business. Students experience the ultimate example of retailing in action by working in Whittier’s two diverse stores; J. Greenleaf and Whitt’s End. In addition, students receive training in the operation of computerized cash registers and computerized inventory control procedures.

As a component of marketing, instruction will focus on the marketing process, business management, entrepreneurship, and emerging trends in business. Business Management course work emphasizes decision-making skills and legal issues involved in running a small business.

Through our partnership with Haverhill Bank, students discover the excitement of today’s banking using state-of-the-art equipment.

Articulation Agreements between Whittier Regional Vocational Technical High School’s Marketing Education/Business Management Program exist at the following colleges and institutions:

- Bay State College
- North Shore Community College
- Johnson and Wales University
- Newbury College
- Northern Essex Community College
- New England Institute of Technology

Marketing Education graduates and co-op students are working at the following companies:

- | | |
|-----------------|-----------------------|
| Haverhill Bank | Verizon |
| TD Bank | Merrimac Savings Bank |
| Banana Republic | Eagle Tribune |
| Provident Bank | |

Licenses, Certifications, and Affiliations

OSHA 10-hour safety certification, SkillsUSA, Haverhill Bank, Massachusetts School Bank Association (MSBA)



Masonry

In the *Masonry program* students receive instruction in job safety and the science of masonry, as well as hands-on training in the proper use of hand and power tools. Principles and theory of concrete form work, design construction of footings and foundations, bonds and patterns, arch and fireplace construction, stone masonry and tile construction. Maintenance repair and estimating are also studied. Emphasis is on layout and simulation of typical job situations in masonry construction.

Career opportunities include positions as: bricklayers, stonemasons, cement finishers, plasterers, tile setters, and salesperson of equipment, tools and supplies.

Articulation Agreements between Whittier Regional Vocational Technical High School's Masonry Program exist at the following colleges and institutions:

Wentworth Institute of Boston
Eastern Maine Technical College
New England Institute of Technology

Masonry graduates and co-op students are working at the following companies:

Bostonian Masonry Company
Deulius Brothers Masonry Company
Martignetti Enterprises
Wm F. Dunn Landscaping and Contracting, Inc.
Latham Masonry Company
A&R Masonry
Local 3 - Bricklayers & Allied Carpenters

Licenses, Certifications, and Affiliations

Union Apprenticeship Program, OSHA 10-hour construction safety certification, Massachusetts Trowel Trades Association (MTTA), SkillsUSA



Metal Fabrication

In the *Metal Fabrication program* students develop working skills in several fabricating fields. Training is accomplished with state-of-the-art equipment, including Computer Numerical Control (CNC) press brake forming, CNC precision punching, CNC precision plasma cutting, Computer Numberized Control spot welding and new Inverter multi-function welding machines. Welding disciplines also included are Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW), and Shielded Metal Arc Welding (SMAW). The Metal Fabrication curriculum includes related math, blueprint reading, orthographic projection, parallel line development, triangulation and sciences associated with the above welding discipline and completed by live industrial work situations.

Students will also have the opportunity to train on the newly acquired SimWelder™. The SimWelder™ will assist instructors by incorporating instructional design with virtual reality technology.

In addition, welding students are trained to be certified in their chosen welding disciplines and are prepared to take various welding certification exams.

Articulation Agreements between Whittier Regional Vocational Technical High School’s Metal Fabrication Program exist at the following colleges and institutions:

New Hampshire Technical College
Baran Institute

Metal Fabrication graduates and co-op students are working at the following companies:

Ergomet
Portsmouth Navy Yard
BME Engineering
Bradford Welding
Metal-Tronics

Licenses, Certifications, and Affiliations

SkillsUSA, OSHA 10-hour construction safety certification.



Plumbing and Heating

In the *Plumbing and Heating program* students are trained in all phases of commercial and residential plumbing, including tool and material recognition, drain installations, the installation of forced hot water and steam heating systems. Students are also trained to install water lines and gas lines. Further instruction is provided for the students in the Massachusetts State Plumbing Code, plumbing and heating theory, and the safe use of required hand and power tools. Students also learn the use of gas torches for welding, soldering and brazing.

Upon graduation from this program, students prepare to obtain a license from the Massachusetts State Board of Examiners for Plumbers and Gas Fitters.

Career opportunities include positions as: apprentice plumbers, journeyman plumbers, estimators, plumbing tool and supply sales positions, plumbing inspectors, pipefitters and gas fitters.

Plumbing and Heating graduates and co-op students are working at the following companies:

Powerhouse Plumbing and Heating
Uptack Plumbing & Heating
Process Piping Co.
DECCO
Francis H. Maroney Mechanical Contractors

Licenses, Certifications, and Affiliations

Practical time of 1620 hours towards licensure, code and related time of 150 hours toward licensure, OSHA 10-hour construction safety certification, SkillsUSA, Massachusetts Plumbing, Heating and Cooling Contractors Association



Telecommunications/Information and Support Services and Networking

In the *Telecommunications* program provides students with the essential skills necessary to secure positions in the diverse field of the ever-changing telecommunications industry. Students are instructed in network cabling and after successful completion of the cabling program, are awarded a certificate designating the student as “Network Cabling Specialist”. As students further advance, instruction in network topology, types and design is provided, leading to the technical application of network construction, installation, service, and maintenance, as well as an introduction to telephony, fiber optic, and wireless communication.

Telecommunications students also receive instruction in microcomputer and internet technology, providing them with training in the assembly, service, repair and maintenance of personal computers, operating systems, networking and applications software, as well as programming, web design, networking and system administration. Students successfully completing this program will be prepared to service PCs of different makes and models in a host of working environments. The students are also able to receive Certiport’s IC3 certification, which tests their knowledge and proficiency in the areas of Computer Fundamentals, Key Applications in the Microsoft Office™ suite, and Living Online which is targeted toward Internet technology, web-browsing, and Microsoft Outlook™, and will be prepared to take the COMPTIA™ A+ Core Hardware and OS Technologies specialty examinations. Upon graduation, students may pursue careers as web page designers, computer technicians, network cabling specialists, network installers and. With further instruction, graduates could pursue careers in network administration and design.

Articulation Agreements between Whittier Regional Vocational Technical High School’s Telecommunications Program exist at the following colleges and institutions:

- Northern Essex Community College
- New England Institute of Technology
- Franklin Institute
- Baran Institute
- Central Maine Community College

Auto Body Collision Repair graduates and co-op students are working at the following companies:

- | | |
|-------------------------|-------------|
| PC Wizard | Radio Shack |
| L.W. Bills Co. | |
| CPR Technologies | |
| Hysen Technologies | |
| Beckwood Services, Inc. | |

Licenses, Certifications, and Affiliations

Certiport’s IC3 and C-TECH Copper-Based Network Cabling Specialist,
OSHA 10-hour safety certification, SkillsUSA



Appendix



Admission Policy



I. INTRODUCTION

An admission process is necessary in vocational technical schools where space is a limiting factor. Vocational technical laboratories (shops) are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants. Therefore, a selection process is necessary to determine which applicants may most benefit from such educational opportunities. All applicants to grades nine through eleven at Whittier Regional Vocational Technical High School will be evaluated using the criteria contained in this Admission Policy. The Whittier Regional Vocational Technical High School Committee approved this policy on December 10, 2003.

II. EQUAL EDUCATION OPPORTUNITY

Whittier Regional Vocational Technical High School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, Religion, national origin, sexual orientation or disability. If there is a student with limited English proficiency, a qualified representative from Whittier will assist the applicant in completing the necessary forms and in interpreting during the entire application and admission process upon the request of the applicant. Disabled students may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process. Information on limited English proficiency and disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect his/her admission to the school.

ELIGIBILITY

Whittier Regional Vocational Technical High School serves a district comprised of eight (8) towns and three (3) cities, Haverhill, Newburyport, Amesbury, Georgetown, Ipswich, Groveland, Merrimac, West Newbury, Newbury, Rowley, and Salisbury. Any eighth, ninth, tenth, or eleventh grade student who is a resident and who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission or mid-year subject to availability of openings at Whittier Regional Vocational Technical High School. Resident students will be evaluated using the criteria contained in the admission policy. Priority for admission is given to Whittier Regional Vocational Technical High School District residents according to the district agreement. Students who are not residents



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of the Whittier Regional Vocational Technical School District are eligible to apply for fall admission or mid-year admission subject to the availability of openings to Whittier provided they expect to be promoted to the grade they seek to enter by their local district. Non-resident students will be evaluated using the criteria contained in this Admission Policy. Transfer students from other vocational technical schools are eligible to apply for fall admission or admission during the school year to grades 9-11 at Whittier provided they expect to be promoted to the grade they seek to enter by their current school.

Transfer students will be evaluated using the criteria contained in this Admission Policy.

If inaccurate or false information is provided on or during the application process and affects a student's point score and eligibility ranking, admission to Whittier Regional Vocational Technical High School will be revoked.

IV. **ORGANIZATIONAL STRUCTURE**

Whittier Regional Vocational Technical High School is a regional vocational/technical school serving 3 cities and 8 towns. Whittier is a public regional vocational technical school located on a scenic campus in Haverhill, Massachusetts. Whittier is a member of the Whittier Regional Vocational Technical School District and is accredited by the New England Association of Schools and Colleges. Whittier is committed to providing quality vocational technical programs.

Whittier does participate in the School Choice Program. School Choice students will be considered only if space is available.

It is the responsibility of the Whittier Superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.



Admission Policy



Whittier has an Admission Committee appointed by the Superintendent. The committee consists of a member of the Administration, Guidance, Special Needs, Vocational Technical and Academic Departments. Responsibilities of the Admissions Committee include:

- A. determination of standards for admission
- B. development and implementation of admission procedures
- C. processing of applicants
- D. ranking of students
- E. acceptance of students according to the procedure and criteria in the admission policy
- F. establishment and maintenance of a waiting list of acceptable candidates

The Whittier Admission Coordinator is responsible for disseminating information about Whittier through local school assemblies and press releases, and for collecting applications from the local schools.

Whittier Regional Vocational Technical School District Agreement:

Openings for Grades 9-11 will be determined by the Whittier Administration and Whittier School Committee. Whittier Regional Vocational Technical High School is in compliance with State and Federal legislation guaranteeing equal access to public educational institutions.

V. **RECRUITMENT PROCESS**

1. Whittier disseminates information about the school through a variety of methods.
 - a. Visitations to Whittier Tech for district 8th grade classes in local schools by Whittier staff from December to January are scheduled.
 - b. An Open House is scheduled. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational technical programs and speak with teachers as well as view a presentation about all offerings.
 - c. Brochures, which describe vocational technical programs including academic courses, sports, cooperative education, and special education resources, are distributed during the 8th grade visitations and the Open House.



Admission Policy



VI. APPLICATION PROCESS

APPLICATION PROCESS - FOR FALL ADMISSION* TO THE NINTH, TENTH, AND ELEVENTH GRADE

1. Students interested in applying to Whittier for the fall admission to the ninth, tenth, or eleventh grade must:
 - a. Obtain an application from their local school Guidance Counselor or Whittier Tech Guidance Office as early in the school year as possible.
 - b. Return the completed application form to their local school Guidance Counselor by the deadline set by the local Guidance Counselor.
2. It is the responsibility of the local school Guidance Counselor to:
 - a. Complete their portion of the application form.
 - b. Forward the completed applications to the Admission Coordinator at Whittier by April 1st. Complete applications include:
 - (i) Completed application form (including required signatures).
 - (ii) Sum of absences statement: For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 of grade 8 marks in English language arts, social studies, math and science from the local school report card/transcript are required. For applications to grades 10 & 11 (fall admission) the average of the previous school year and terms 1 & 2 of the current school year marks in English language arts, social studies, math and science from the local school report card/transcript are required. Grade 10 & 11 students will be admitted only during the fall application period, not mid-year.

For applications to grade 9 (fall admission), the sum of grade 7 and terms 1 & 2 of grade 8 absences from the local school report card/transcript are required.

For applications to grades 10 & 11 (fall admission) the sum of the previous school year and terms 1 & 2 current school year absences from the local school report card/transcript are required. For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 of grade 8 assessments of behavior from the local school report card/discipline file or from the local school Guidance Counselor's.



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assessment are required. For applications to grades 10 & 11 (fall admission) the average of the previous year and terms 1 & 2 of the current school year assessments of behavior from the local school report card/discipline file or from the local school Guidance Counselor's assessment are required.

For applications to grades 9, 10, & 11 (fall admission), the local school Guidance Counselor's comments are required.

(iii) Record of conduct/discipline from the current and previous school year.

3. If incomplete applications are received, the following procedures will be followed:

- a. The Admission Office at Whittier will notify the local school Guidance Counselor responsible for submitting the application that the application is incomplete and will request completion.
- b. The applicant's parent(s)/guardian(s) will be notified by the Whittier Admission Office in the event that the problem is not resolved by the local school Guidance Counselor.
- c. If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.



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APPLICATION PROCESS - FOR ADMISSION TO THE NINTH GRADE FOR THE CURRENT SCHOOL YEAR*

1. Students interested in applying to Whittier for admission for the current school year must:
 - a. Obtain an application from their local school Guidance Counselor or Whittier Tech Guidance Office.
 - b. Return the completed application form to their local school Guidance Counselor by the deadline set by the Guidance Counselor.
 - c. Attend an interview at Whittier. If the applicant or parent/guardian cannot provide transportation, a representative from Whittier will go to the local school to interview the applicant.
2. It is the responsibility of the local school Guidance Counselor to:
 - a. Complete their portion of the application form.
 - b. Forward the completed applications to the Admission Coordinator at Whittier. Complete applications include:
 - (i) Completed application form (including required signatures).
 - (ii) For applications to grade 9 (admission during the school year) the current school year marks in English language arts, social studies, math and science from the local school report card/transcript are required.

For applications to grade 9 (admission during the school year), the current school year absences from the local school report card/transcript are required.

For applications to grade 9 (admission during the school year) the current school assessments of behavior from the local school report card or from the local school Guidance Counselor assessment are required.



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For applications to grade 9 (admission during the school year) the local school Guidance Counselor's comments are required.

(iii) Record of conduct/discipline from the current and previous school year.

3. If incomplete applications are received, the following procedures will be followed:

- a. The Whittier Admission Office will notify the local school Guidance Counselor responsible for submitting the application that the application is incomplete and will request completion.
- b. The applicant's parent(s)/guardian(s) will be notified by the Whittier Admission Office in the event that the problem is not resolved by the local school Guidance Counselor.
- c. If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

LATE APPLICATIONS

Applications received after April 1st will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate away from their current school and wish to pursue the same program of study at Whittier. All transfer applicants must attend an interview at Whittier. If the applicant or parent/guardian cannot provide transportation, an official from Whittier will go to the local school to interview the applicant. Their applications will be evaluated according to the provisions of this Admission Policy.

WITHDRAWN STUDENTS

Students who withdraw from Whittier and who are attending or not attending another high school may reapply to Whittier following the procedures contained in this Admission Policy and will be evaluated using the criteria contained in this Admission Policy.



Admission Policy



VII. SELECTION CRITERIA

Completed applications are processed by the Admission Committee using weighted admission criteria. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

A. Scholastic Achievement: Maximum 20 points

<i>Grades</i>	<i>Points</i>
A	5
B	4
C	3
D	2
F	0

For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 of grade 8 marks in English, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 10 & 11 (fall admission) the average of the previous school year and terms 1 & 2 of the current school year marks in English, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 9, 10, & 11 (admission during the school year) the current school year marks in English, social studies, mathematics and science from the local school report card/transcript are used.

B. Attendance: Maximum 20 points

<i>Number of Absences</i>	<i>Points</i>
0 - 10	20
11 - 20	15
21 - 30	10
31 - 40	5
41 plus	0

For applications to grade 9 (fall admission), the sum of grade 7 and terms 1 & 2 of grade 8 absences from the local school report card/transcript are used. For applications to grades 10 & 11 (fall admission) the sum of the previous school year and terms 1 & 2 of the current school year absences from the local school report card/transcript are used. For applications to grades 9, 10, & 11 (admission during the school year) the current school year absences from the local school report card/transcript are used.



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C. School Discipline/Conduct: Maximum 20 points

<i>Discipline/Conduct Rating</i>	<i>Points</i>
Excellent	20
Above Average	15
Average	10
Below Average	5
Poor	0

For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 of grade 8 assessments from the local school report card/transcript or from the local school Guidance Counselor's assessment are used. For applications to grades 10 & 11 (fall admission) the average of the previous school year and terms 1 & 2 of the current school year assessments from the local school report card/transcript or from the local school Guidance Counselor's assessment are used. For applications to grades 9, 10, & 11 (admission during the school year) the current school year assessments from the local school report card/transcript or from the local school Guidance Counselor's assessment are used.

D. Local Guidance Counselor's Comments on Student Effort: Maximum 20 points (based upon report card)

<i>Rating</i>	<i>Points</i>
Excellent	20
Above Average	15
Average	10
Below Average	5
Poor	0



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E. Interview: Maximum 20 points

<i>Rating</i>	<i>Points</i>
Excellent	20
Above Average	15
Average	10
Below Average	5
Poor	0

After points are assigned in each area, the points are totaled for each applicant.

A maximum total of one hundred (100) points can be earned.

In order to meet the Admission requirements for Whittier Tech, an applicant must obtain a minimum score of 67 points.

VIII. SELECTION PROCESS

The Admission Committee at Whittier will examine, rate and make recommendations for action on the applicants.

The Admission Committee considers scholastic achievement, attendance, school behavior, local Guidance Counselor's comments and interview results. Applications are reviewed, processed and assigned points by grade level. Points are derived from the report cards of the current and previous school year.

After a point total for each resident applicant has been determined, all resident applicants are placed in order of their "point total" and town of residence. Resident applicants are then accepted in order of the point total they have achieved. The resident applicant with the highest point total is accepted first, the resident applicant with the second highest point total is accepted second, and so on until all seats are filled. All resident applicants are accepted, declined, or placed on a waiting list. These resident applicants, like those accepted earlier, are accepted in order of their place on the waiting list determined by the total points given according to the selection criteria.



Admission Policy



VII. SELECTION CRITERIA

Completed applications are processed by the Admission Committee using weighted admission criteria. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

Non-resident applicants are evaluated using the criteria in this Admission Policy and will be placed on the waiting list after the resident applicants. Non-resident applicants on the waiting list will be accepted only if all resident applicants on the waiting list have been accepted.

Applicants received after April 1st will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

All applicants whose applications are received by Whittier by April 1st are notified of their status by a letter to their parents/guardians and their local school Guidance Counselor by mid-May.

Students who did not receive a minimum of 67 points by the April 1st deadline, may choose to submit their final report card at the end of June for review. Students who achieve 67 points or higher based upon the review of the final report card will be rank ordered and integrated onto the established waiting list. Only students who achieve 67 points or above will be notified of the change in their status for waiting list placement.

IX. ENROLLMENT

In order to enroll at Whittier Tech for the fall, applicants must have been promoted to the grade they wish to enter by their local school district. In addition, they must have passed courses in English language arts or its equivalent and mathematics for the school year immediately preceding their enrollment at Whittier.

If a student fails either of these two (2) subjects at the end of the school year and had received prior acceptance, the student must successfully complete the failed course(s) in the Whittier Summer School Program or a pre-approved course at another educational site. Failure to pass the summer school course(s) will result in the prior acceptance being revoked.

X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT

All ninth graders who enroll in Whittier Tech participate in a vocational technical exploratory program designed to help them learn about their talents and interests relative to a variety of different vocational technical programs. Students initially explore each vocational technical shop for five days. Students are evaluated and receive a pass/fail grade in each shop. At the end of this exploratory period, each student selects his/her program of choice, as well as a second and third choice



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from the explored shops. Students are admitted into the technical area of their choice based on grades, academic and vocational, attendance, and discipline. If a technical area fills before a student gets his/her first choice, the guidance counselor then moves to the student's second or third choice depending upon whether there is an opening in the shop. Point totals will be determined in a manner consistent with the selection criteria in Section VII. Again, the student is admitted based upon overall point total. If a student's point total in all technical areas combined is so low that he/she was not placed in his/her second or third choice because the technical areas were filled by students with higher point totals, the guidance counselor will meet with the student and present a list of the technical areas with openings which the student explored and ask the student to choose one of them. Again, students selecting technical areas from among the technical areas with openings, which the student explored, will be admitted based on their point totals. The process continues until all students are placed.

Students who enroll in Whittier Tech after grade nine may explore vocational technical programs that have openings, before making a program selection. Students are evaluated and graded by each vocational teacher during the period of exploration. If the number of enrollees seeking a particular program exceeds the number of openings, the evaluative grades received by the student's rank order would determine the enrollee or enrollees who are placed in the particular technical area.

Students who wish to transfer from one technical area to another during the school year may apply for transfer. Transfer requests will be considered subject to the availability of openings in the requested technical area. Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student.

XI REVIEW and APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from Whittier Tech indicating that the applicant was not accepted or placed on a waiting list, may request a review of the decision by sending a letter requesting a review to the Principal within thirty days of the receipt of the letter. The Principal will respond in writing to the letter with the findings of the review within thirty days. Within thirty days after the Principal's review, if the parent/guardian wishes to appeal the findings of the review they may do so by sending a letter requesting that they be scheduled to appear before the Superintendent. The Superintendent will respond in writing to the parent/guardian with a scheduled date for the appeal within thirty days of the receipt of the letter. The Superintendent will respond in writing with the decision on the appeal within thirty days of the meeting when the appeal was presented.

The applicant's parents/guardians, upon receipt of a letter from Whittier Tech indicating that the applicant was not accepted or placed on a waiting list for a particular vocational/ technical program, may request a review of the decision by sending a letter requesting a review to the Principal within thirty days of the receipt of the letter. The Principal will respond in writing to the letter with the findings of the review within thirty days.