



## Clean Technologies and Sustainable Industries Early College High School Program



### Program Information for ECHS 11<sup>th</sup> grade 2015-2016

#### **ECHS Contact Information**

Lyndsey Wilcox, ECHS School Counselor [lwilcox@bcsd.org](mailto:lwilcox@bcsd.org)

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#### **HVCC's TEC-SMART**

NYSERDA's Saratoga Technology + Energy Park® (STEP®)

345 Hermes Road

Malta, NY 12020

(518) 884-7150 ext. 2362

IT Help [IT Assistance Form](#)

#### **Campus Protocols**

- If students are going to be absent, tardy, or leaving class early they need to communicate this information ahead of time to their instructors. Students must provide a note to their instructor from their parent/guardian. Students' absences should not prevent collaborative work from moving forward. Students need to communicate with their team members to identify how they can continue to support the team. The program runs from 7:50 am to 10:55 am and follows the Ballston Spa Central School District Calendar and the Hudson Valley Community College Academic Calendar.
- Students may not leave the TEC-SMART facility without approval from an instructor.
- Eating is allowed only in the common area of the TEC-SMART facility. Students are expected to help maintain the cleanliness of the facility (make sure to pick up after yourself).
- Students may only work in a classroom when an instructor is present in the room. Mature and appropriate behavior in a public setting is expected at all times.
- Only computers issued through the program may be used on the HVCC Campus.
- Students will need to regularly check their HVCC emails. If students would prefer to use a different email address, they need to forward emails to their preferred email address.
- Personal electronic devices should be used only at appropriate times.
- Attire for the program each day should be appropriate for a business setting.



## **Clean Technologies and Sustainable Industries Early College High School Program**

### **High School Courses**

#### Teachers

- Science: John Balet, [jbalet@bscsd.org](mailto:jbalet@bscsd.org)
- Math: Matt Glogowski, [mglowski@bscsd.org](mailto:mglowski@bscsd.org)
- English: Theresa Lewis, [blewis@bscsd.org](mailto:blewis@bscsd.org)

These courses are taught using trans-disciplinary problem based learning to solve real world problems.

- At the start of a mastery assignment students will be provided a task prompt and rubric. Assignments are assessed using the rubric.
- Benchmark assignments build on each other and are compiled together to meet the requirements of the mastery assignment.

The high school courses use the online platform **Canvas** (<https://bscsd.instructure.com/login>) for assignments and activities. The link to Canvas can also be accessed via the Clean Tech website. *Each student has a username and password for this website.*

#### Grades

- Assignment grades can be accessed by students through their Canvas account.
- School Tool, an online portal, provides access to grades for assignments for parents
- Interim and quarter grades are sent to home schools and can also be accessed through School Tool.

### **HVCC Courses**

College courses are taught by HVCC faculty.

- Each professor will provide a syllabus with assignments and due dates.
- Many professors do not accept late work.
- Students will be provided with contact information on how to obtain assistance from their professors.
- HVCC courses use Blackboard (learning management system) for many of the classes. Blackboard is accessed through the student's HVCC WIRED account.

***Students with an IEP or 504 Plan who would like to receive accommodations for HVCC college classes must apply for services through the HVCC's Learning Disabilities Office.***

**HVCC WIRED** <https://www.hvcc.edu/students.html>

- Students received their username and password from HVCC in the mail before school.
- Midterm and final grades can be accessed through students' HVCC WIRED account.
- Final grades will be sent at the end of each semester to home schools from HVCC.



## Clean Technologies and Sustainable Industries Early College High School Program

### Attendance Procedures

Each morning, including days when students have college classes, students are asked to sign in on the clip board in their high school classroom. Instructors enter the attendance into the student management system at 8:00 am. Any student that has not signed in will be marked absent, and an automated call will be made to the phone number on record.

Attendance Situation	Type of Class	Action
Absence	College classes	<ul style="list-style-type: none"> <li>• Please email, call or speak with your college professor. Please be aware that attendance may be a component of your grade for college classes.</li> <li>• A note from your parents should be turned in to your Clean Technologies ECHS high school teachers upon your return to school.</li> <li>• A note from your parents should be turned in to your home school attendance office upon your return to school.</li> </ul>
Absence	Clean Technologies ECHS high school class	<ul style="list-style-type: none"> <li>• Please email your teachers to let them know you will be out.</li> <li>• A note from your parents should be turned in to your Clean Technologies ECHS high school teachers upon your return to school.</li> <li>• A note from your parents should be turned in to your home school attendance office upon your return to school.</li> </ul>
Early Dismissal	College Classes and Clean Technologies ECHS high school class	<ul style="list-style-type: none"> <li>• If you know that you will be leaving early, a note should be sent in to the attendance office of your home school the day before your early dismissal. In an emergency the note can be faxed.</li> <li>• A note from your parents should be turned in to your Clean Technologies ECHS high school teachers.</li> <li>• You must sign out on the log in sheet in your Clean Technologies ECHS high school classroom.</li> </ul>
Early Release (Students not returning to the home school at 10:55 dismissal)	College Classes and Clean Technologies High School Class	<ul style="list-style-type: none"> <li>• Paperwork must be filed with your home school giving you permission for early release.</li> <li>• You must sign out on the log in sheet in your Clean Technologies ECHS high school classroom.</li> </ul>



## Clean Technologies and Sustainable Industries Early College High School Program

### Academic Calendars - High school and College Vacations/Holidays

The program follows the Ballston Spa Central School District Calendar which can be found at <http://www.bscsd.org/files/filesystem/2015-2016%20Ballston%20Spa%20Calendar-final.pdf> for high school classes

The Hudson Valley Community College Academic Calendar can be found at <https://www.hvcc.edu/calendar.html>.

If there are no college classes due to a college vacation or semester break but the Ballston Spa Central School District is in session, students are still expected to attend the program at the TEC-SMART Center.

If college classes are in session, but a student's home school is not in session, he/she is still expected to attend college classes. Please communicate with professors if you will not be able to attend.

- November 11th – No high school classes but college classes are in session.
- February 15th – February 19th - No high school classes but college classes are in session.
- April 25th – April 28th - No high school classes but college classes are in session.

### Emergency Closings

For emergency closings, please check the Ballston Spa and HVCC websites for updates.

College classes will be dependent on HVCC's emergency schedule for the TEC-SMART campus. If your home district school is closed but HVCC is not closed and college classes have not been cancelled, and you have no alternative transportation, please contact your college professors to inform them of your absence.

If HVCC is listed as *all classes* are cancelled, but the Ballston Spa District is open, all students should report for their high school courses at TEC-SMART. If your home district school is closed, and you have no alternative transportation, please contact your Clean Technologies high school teachers.

The high school portion of Clean Technologies classes will follow the Ballston Spa Central School Districts emergency closings. If Ballston Spa School district has a 1 hour delay, students should report at 8:45 and for a 2 hour delay at 9:45. If Ballston Spa is closed, the high school portion of Clean Technologies is cancelled.

If the HVCC TEC SMART campus is closed, the entire program will be cancelled for the day. Students should remain at their home schools.

*As always, please use your discretion to make sure you are travelling in safe conditions.*

## Clean Technologies and Sustainable Industries Early College High School Program

### Junior Year 2015-2016 Fall Semester

#### **Section 1 – Clean Energy Pathway (12) - Balet**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURDAY	FRIDAY
7:50 – 8:55	<b>Electricity</b>	HS Courses	HS Courses	<b>Electricity</b>	HS Courses
9:00 – 9:55	HS Courses	HS Courses	HS Courses	<b>Electricity</b>	HS Courses
10:00 – 10:55	HS Courses	HS Courses	<b>Advisory/Forum</b>	<b>Electricity</b>	HS Courses

#### **Section 2 – Mechatronics A (16) - Glogowski**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURDAY	FRIDAY
7:50 – 8:55	HS Courses	<b>Electricity</b>	HS Courses	HS Courses	HS Courses
9:00 – 9:55	<b>Electricity</b>	<b>Electricity</b>	HS Courses	HS Courses	HS Courses
10:00 – 10:55	<b>Electricity</b>	HS Courses	<b>Advisory/Forum</b>	HS Courses	HS Courses

#### **Section 3 – Mechatronics B (14) - Glogowski**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURDAY	FRIDAY
7:50 – 8:55	HS Courses	HS Courses	HS Courses	HS Courses	<b>Electricity</b>
9:00 – 9:55	<b>Electricity</b>	HS Courses	HS Courses	HS Courses	<b>Electricity</b>
10:00 – 10:55	<b>Electricity</b>	HS Courses	<b>Advisory/Forum</b>	HS Courses	HS Courses

#### **Section 4 – Computer Science Pre-Calc (8) - Lewis**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURDAY	FRIDAY
7:50 – 8:55	HS Courses	<b>Math 160</b>	HS Courses	HS Courses	<b>Math 160</b>
9:00 – 9:55	HS Courses	<b>Math 160</b>	HS Courses	HS Courses	<b>Math 160</b>
10:00 – 10:55	HS Courses	HS Courses	<b>Advisory/Forum</b>	HS Courses	HS Courses

#### **Section 5 – Computer Science Algebra (9) –Lewis**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURDAY	FRIDAY
7:50 – 8:55	<b>Math 150</b>	HS Courses	<b>Math 150</b>	HS Courses	HS Courses
9:00 – 9:55	<b>Math 150</b>	HS Courses	<b>Math 150</b>	HS Courses	HS Courses
10:00 – 10:55	HS Courses	HS Courses	<b>Advisory/Forum</b>	HS Courses	HS Courses

#### **Section 6 – Entrepreneurship (10) - Balet**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURDAY	FRIDAY
7:50 – 8:55	HS Courses	HS Courses	HS Courses	<b>Intro. to Entre</b>	HS Courses
9:00 – 9:55	HS Courses	HS Courses	HS Courses	<b>Intro. to Entre</b>	HS Courses
10:00 – 10:55	HS Courses	HS Courses	<b>Advisory/Forum</b>	<b>Intro. to Entre</b>	HS Courses