

Washington High School of Information Technology

Academy of Hospitality and Tourism (AOHT) with ProStart Culinary Arts

Academy of Information Technology (AOIT)

Project Lead the Way (PLTW)

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Member of the National Academy Foundation (NAF)

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Parent/Guardian/Scholars Handbook



Mission Statement: At Washington High School of Information Technology, we are passionate about scholars' success. WHSoIT will create an atmosphere that demands excellence. We will build relationships with all stakeholders to assure that we are providing World Class educational experiences that will catapult our scholars to the highest levels of academic achievement. Through the use of technology and enhancement of partnerships with business and higher education institutions, we will create opportunities for scholars to graduate proficient and prepared to compete and succeed in an ever changing global society.

Vision Statement: To provide rigorous academic and career defining educational experiences, infused with technology, which will empower our scholars to graduate, prepared to compete and succeed globally. Any College, Any Career, Anywhere!

Our Core Values:

At Washington High School of Information Technology, we are dedicated to:

1. Academics through
 - *Improvement
 - *High expectations
 - *High quality instruction
2. 21st Century Skills through
 - *Innovative problem solving skills
 - *Fluent use of technology
 - *Community partnerships and collaborations
3. Strong Personal Character through
 - *Family participation
 - *Commitment
 - *Faith in ability
 - *Respect in personal and professional relationships
 - *Cultural awareness and sensitivity

Our Theory of Action

If we believe in the importance of learning and hold ourselves and those around us to the highest expectations, then all scholars and faculty will achieve greater success - together!

The vision of our academies, in conjunction with all stakeholders, is to teach, inspire, and motivate our scholars to be prepared for post-secondary education or career, to become integral members of a global society.

The National Academy Foundation (NAF) is a leader in the movement to prepare scholars for college and career success. For over 30 years, NAF has refined a proven educational model which includes industry focused curricula, work based learning experiences, and business partner expertise.

NAF was founded in 1982 by Sanford I. Weill, Chairman Emeritus of Citigroup Inc. to foster partnerships between the business and education communities to provide opportunities to scholars. NAF partners with its member schools to provide curricular and business support to provide scholars with project-based and industry endorsed courses and a system of work-based learning development to prepare scholars for in-demand careers. The NAF education design has four components which WHSoIT supports, develops, and is evaluated on:

- **Academy Development and Structure** encourages open access to scholars within Washington based on their college and career interests and promotes teacher collaboration and scholars supports in order to meet scholars and school goals.
- **Curriculum and Instruction** includes curricula developed in partnership with industry professionals and promotes literacy strategies, STEM integration in multiple subjects, and project-based learning to ensure that academy courses provide real-world applications to growing industries.
- Our **Advisory Boards** connect our scholars and staff with business and community partners to examine and support curricula, provide work-based learning and internship opportunities, and provide scholars the opportunity to build relationships with and learn from professionals in the academy fields.
- **Work-Based Learning** helps develop academic, industry, and professional skills needed to be successful in the workplace. We provide career awareness, career exploration, and career preparation activities, including guest speakers, workplace visits and job shadow experiences, mock interview and resume writing practice, and other experiences culminating in internships. **One of NAF's goals for its academies is to give every scholar who fulfills academy requirements the opportunity to complete a compensated internship in the academy theme before graduation from high school.**

The success of NAF Academies is apparent in the following facts:

- More than 90% of academy scholars graduate from high school.
- 4 out of 5 NAF Academy graduates also go on to college.
- During the 2015-16 school year nearly 89,000 scholars attended 716 NAF academies across 36 states, including DC and the US Virgin Islands.

- In 2015, NAF academies reported 98% of seniors graduated with 92% of graduates planning to go to college.
- NAF scholars completed over 6,600 compensated internships in 2014 with nearly 800,000 hours in those internships.

For more information regarding NAF, please visit <http://naf.org/about> and <http://mis.naf.org/annualreport/2015/>

National Academy Foundation at Washington High School

Academy of Hospitality and Tourism (AOHT) prepares high school scholars for post-secondary education in hospitality and tourism-related majors as well as other courses of study that demand a strong academic foundation in social studies, business, and language arts to enable them to compete in the global workforce. Curriculum for the Academy of Hospitality and Tourism contains essential content based on expertise from leaders in the hospitality and tourism industry which is one of the world's largest and fastest growing industries.

ProStart Culinary Arts prepares high school scholars for a platform to discover new interests and talents to open doors for fulfilling careers in the culinary arts, restaurant and food service industry. With national and local support from industry members, educators, the National Restaurant Association Educational Foundation (NRAEF) and state restaurant association partners, provides real life experience opportunities and builds practical skills and a foundation that will last a lifetime.

Academy of Information Technology (AOIT) prepares high school scholars for the ever-expanding digital career opportunities in today's workforce and equips scholars with the personal, analytical, and technical communication skills they need to thrive. Curriculum for the Academy of Information Technology contains essential content based on expertise from leaders in the Information Technology industry.

Project Lead the Way (PLTW) prepares high school scholars to gain critical career knowledge through a series of work-based learning activities both inside and outside of the classroom. Even though our engineering program is not an official NAF academy; however, we operate the program under the same principles including advisory board support with the same goals of being college, career, and future ready, and we are considering the feasibility of seeking official NAF status as an Academy of Engineering. Project Lead the Way is the curriculum that is used and contains essential content based on expertise from leaders in engineering industry.

Scholars who join Washington's Academies benefit from many work-based learning experiences, paid internships, industry recognized certifications, and college credits. Scholars will pursue their standard academic core courses in addition to 3-5 rigorous, career-focused courses exclusive to their Academy.

GRADE 9

- Placed in Career Pathways
- Introduced to colleges, universities, and industry careers
- Develop resumes and begin to build portfolio in Career Cruising
- Explore local businesses and attractions

GRADE 10

- Enroll in Principles courses (Principles of Hospitality & Tourism, Principles of Information Technology, or Introduction to Engineering Design)
- Continue with core courses
- Network with industry professionals
- Begin preparation for internship (Scholars going to the Culinary Arts Track will participate in an Internship during their 11th grade year.)
- Participate in Summer Outreach Programs

GRADE 11

- Internship preparation begins
- Finalize portfolios
- Tweak technological skills
- Conduct mock interviews
- Job Shadow industry professionals
- Take ACT and ACT WorkKeys Assessments
- Participate in College Tour

GRADE 12

- Create a E Portfolio on internship
- Present findings to scholars in grades 9-11
- Begin to apply for scholarships and post-secondary institutions
- Participate in college courses/Dual enrollment opportunity
- Graduation is conducted in June

Program Completion:

In addition to the scholar's high school diploma, scholars will take at least one industry-recognized certification exam, typically in the 11th or 12th grade. These certifications are viewed as a scholar's mastery of skill within their field and are valued by employers. The Certifications are as follows:

- ***Career and Technical Education Concentrator (noted on diploma):*** Scholar must earn 2.0 credits within one of the academy themes.
- ***Academy Certificate of Completion (noted on diploma+graduation honor cord):*** Scholar must earn 2.0 credits and must complete an internship within one of the academy themes.

- **NAFTrack Certification [AoIT and AoHT only] (as Academy Certificate of Completion plus certification awarded by NAF):** Scholars must complete four semester NAF courses or equivalents approved by NAF, completing and submitting culminating projects and passing the external end-of-course assessment for each course. Scholars must also complete and document their internship on NAFTrack with a satisfactory evaluation from their employer. A growing number of companies including have committed to giving special consideration to job applications who have earned a full NAFTrack Certification.
- **Culinary Arts track of AOHT:** Scholars decide to pursue the Culinary Arts track of AOHT, they must complete 2 years of ProStart course, pass the end of course ProStart exam Years 1 and 2, complete 400 work hours, as well as complete and Employer/Mentor Checklist, and they receive the Certification of Achievement from ProStart. Scholars will automatically earn 7 college credits for receiving this certification.

****In order to receive the Academy Certificate of Completion, scholars must pass all academy requirements as well as meet all high school requirements.****

Additional Certifications

PLTW: Scholars who successfully complete a portfolio and pass the end-of-course assessment for any of the Project Lead the Way course may earn college credit as recognized by Milwaukee School of Engineering and other engineering schools throughout the country. In addition, the Computer Science Principles course is a recognized Advanced Placement curricular provider and scholars are eligible to take the AP exam for college credit.

AOIT: The CompTIA A+ computer technical support certification is available for our scholars with a dual credit option through Milwaukee Area Technical College. Scholars in the Mobile Application Development course or co-curricular activity have the opportunity to earn a Lenovo App Scholar badge and the opportunity to submit their mobile app to the NAF Lenovo Scholars competition. Finally, scholars completing an internship that fits particular criteria may be eligible for a Youth Apprenticeship certificate

Community Service:

Community Service is a graduation requirement for all scholars. Each scholars must complete either an online course, a course with a district approved service learning component, or complete 20 hours of community within a semester. This graduation requirement may begin as early as the 2nd Semester of your Freshman year. Washington High School of Information Technology encourages all scholars to actively pursue service to both school and community in a consistent, responsible, and exemplary fashion.

Co- and Extra-Curriculars related to the academies include:

LENOVO Scholars (Mobile Application Development)

FRC Robotics (co-op at Bradley Tech with King, Reagan, Veritas, et. al.)

Black Data Processing Associates

NAF Curriculum

NAF's Academy curriculum is developed with the leading business and education councils to guarantee that courses are current and relevant. By integrating workplace skills in the curriculum, scholars come to understand the connection between academic learning and career success. This curriculum is supported by additional courses which provide scholars the opportunity to earn industry certifications and college credit within their respective academy themes. Note that several academy courses may have prerequisites beyond their respective introductory course.

Course/Descriptions: All courses are one semester unless otherwise noted.

Academy Introductory courses indicated with *

- **Cross-Academy Courses**
 - **Career Pathways (ALL Incoming Freshmen)**
 - **Software Applications**
 - **Mobile Application Development (Lenovo Scholars)**
- **Related Courses**
 - **Image Technology**
 - **Computer Applications in Arts**
 - **Exploring Computer Science**
- **Academy of Hospitality and Tourism**
 - ***Principles of Hospitality & Tourism**
 - **Principles of Hospitality & Marketing**
 - **Culinary Arts (ProStart 1 and 2) [FULL YEAR]**
 - **Customer Service**
 - **Business Ethics**
 - **Sports and Event Planning**
 - **Geography & Tourism**
- **Project Lead the Way (Engineering) [ALL PLTW COURSES ARE FULL YEAR]**
 - ***Introduction to Engineering Design**
 - **Principles of Engineering**
 - **Digital Electronics**
 - **[AP] Computer Science Principles (also included for AoIT)**
- **Academy of Information Technology**
 - ***Principles of Information Technology (also included for AoHT)**
 - **Web Design**
 - **Graphic Design (also included for AoHT)**
 - **Digital Video Production**
 - **Introduction to Programming**
 - **Database Design**

- **Computer Systems**
- **CompTIA A+ Certification**

While NAF Academy courses are considered electives by school or district, they are required for scholars completing an Academy program. Courses are divided into .5 credit per semester, credits are divided into projects and lessons and each course is typically one semester. Each scholar is required to also participate in an online final exam. The exam results are used as a tool to evaluate instruction.

Academy instruction is most effective when Academy teachers work together with teachers of core academic subjects to create an interdisciplinary approach. .

Transferring Scholars

All incoming freshmen are expected to take Career Pathways as a prerequisite to enter one of the academies and scholars are generally expected to take their academy's respective introductory course as a prerequisite for any additional courses within their academy. These requirements may be waived particularly for scholars transferring into Washington at the discretion of the academy team.

Transferring Academies and Cross-Academy Courses

Scholars who wish to transfer from one academy to another must consult with their guidance counselor and academy team before doing so. The ability to transfer academies is subject to course availability and scheduling.

Scholars in one academy who want to take a course in a different academy may do so with academy team permission, subject to course availability. Note that the Principles of Information Technology and Graphic Design courses are eligible for NAFTrack certification in either the Academy of Information Technology or the Academy of Hospitality and Tourism and may count toward course concentrator status in any academy.

Scholars may take one of the related courses if they are in any academy or no academy at all. Scholars may take the Mobile App Development course from any academy with teacher recommendation.

The PLTW [AP] Computer Science Principles course may be taken with guidance/instructor consent by a scholars in the PLTW or AOIT program or by a scholars who has completed Exploring Computer Science. The course counts as a full credit towards concentrator and NAFTrack status in either PLTW or AOIT.

Advisory Boards and Business Partners

Washington High School of Information Technology has two advisory boards which consist of school and district staff, community and business partners, and scholars and parents which are designed

to connect scholars, staff, and classroom experiences to businesses, industry professionals, and workplace experiences. Each board meets monthly to update the status of classroom and work-based learning initiatives. Scholars and parents are invited to participate in these meetings and provide input as to how the advisory board can support scholars at Washington.

To become involved in the advisory board for the Academy of Hospitality and Tourism, including the ProStart program, or Academy of Information Technology and Project Lead the Way, please contact *Principal Valencia Carthen*.

There are many opportunities that occur through our Advisory Boards. One of those opportunities are the various industry related scholarships that are available. An example of the ProStart Scholarship or the National Restaurant Association Scholarship.

Professional Business Attire

DRESS FOR SUCCESS ON ACADEMY WEDNESDAYS

In preparation for an event which could include mock interviews, job shadowing presentations, or Academy themed field trips, scholars are encouraged to build a professional wardrobe that consist of the following

- School polo
- Academy polo
- Collared button down shirt with tie
- Button up blouse
- Black or khaki pants
- Chef Coats (possibly personalized)
- Appropriate footwear (no tennis shoes)

Internship

Compensated, professional internships are a critical component in the NAF experience and are required in order to earn an Academy Certificate of Completion or NAFTrack Certification.

Our NAF Academy Work-Based Learning Coordinator is responsible for ensuring that our internships are appropriate and valuable by working faithfully with business partners to set limits and goals and expectations before the internship. Scholars contribute to the success of their internships by setting expectations and advocating for a challenging and rewarding position.

Scholars are expected to complete career awareness, exploration, and preparation activities to prepare themselves for internships. While they will have the support of the work-based learning coordinator, academy staff, and advisory board partners throughout the application and interview process, the ultimate responsibility for successful completion of the internship, including scheduling, transportation, **consistent** attendance, and professional workplace conduct and performance lies with the scholars.

The internship should offer the chance to:

- Assess what they have learned in the classroom
- Enhance the competitive edge by acquiring soft skills such as team work, critical thinking, conflict resolution, time management, problem solving, and understanding of the importance of oral and written communication skills
- Gain entry-level experience in a specific field
- Earned income and manage money
- Establish lasting business relationships
- Discover career interests along a specific career path.

You and your employer will be expected to reflect upon and evaluate your internship performance. Your internship performance will be assessed on:

- Collaboration and Teamwork
- Communication
- Creativity and Innovation
- Critical Thinking and Problem Solving
- Information Management
- Initiative and Self Direction
- Professionalism and Ethics
- Quantitative Reasoning
- Position-Specific Technical Skills

Scholars' Progress

How will I know how my child is doing?

Answer: There are many avenues that parents/guardians can take to keep themselves well informed about the progress of their child. Here are some of those avenues:

- 1. Stay in contact with Advisors
- 2. Infinite Campus: Our online grading program that allows scholars and their families instant access to all classroom grades that are up-to-date. To sign up, see the next page.
- 3. Parent-Teacher Conferences
- 4. Conferences with Teacher/Guidance Counselor/Parent Coordinator/Assistant Principal or Principal by making an appointment - just call or email - we will all be glad to accommodate your schedule to meet with you.
- 5. Report Cards
- 6. Contact Teachers
- 7. Contact Guidance Counselors

We Encourage Parents To:

- ☐ Set high expectations for their children.
- ☐ Help out at schools by volunteering time, skills, or resources.
- ☐ Get involved in Parent Associations or Parent-Teacher Associations.
- ☐ Take part in school and community programs.

Academic Expectations

At Washington High School of Information Technology, we believe:

- ☐ all scholars can grow through learning
- ☐ scholars learn best from meaningful assignments
- ☐ challenging work requires perseverance
- ☐ everyone deserves the extra help they seek
- ☐ college and career readiness should guide us all
- ☐ it's never too late

College and Career Readiness

College is a Real Possibility

There has never been a more important time for high school scholars to include college in their future plans. Research shows that the fastest growing and highest paying career fields require postsecondary education. We also know that college degree recipients earn more, have better economic security, are healthier, and participate more in their communities. This is true across the board, including Associate Degrees, Bachelor's Degrees, and certificates that lead to employment in business and industry.

The bottom line is that college is a real possibility. Whether you're getting a high school diploma or a GED; whether you'll enter college at 17 or older than 21; regardless of the grades on your transcript, the number of schools you've attended, or your financial situation; *college can be in your future*. Whatever college you choose, it is a worthwhile investment in your future. If you want to go to college, there are many resources to help you make it a reality.

You Have the Resources to Help You Get to College

The focus, patience, and hard work you have shown pursuing your diploma;

Your college advisor and school staff;

Present and former college scholars you know;

College access programs (free or low-cost programs that help young people decide where to apply to college, complete college applications, obtain financial aid, and transition to college).

Academy Support and Intervention Procedures

Washington seeks to ensure our scholars' success in their classes and in the workplace. To do so, we have a system to provide additional support to scholars within our academies and identify scholars who may be struggling to meet academy expectations. Scholars progress will be monitored by the academy staff and leadership teams and supports provided as follows:

For ALL Academy Scholars:

- Referral to online supplemental academic resources
- Referral to online supplemental Work Based Learning resources
- Ongoing development and monitoring with Career Cruising
- James Place/Boys and Girls Club Academic and Work Based Learning support
- Academy Meetings (monthly)
- Academy Day events (monthly)
- Parent/Guardian notifications regarding academy support, meetings, and events through Auto dialer, website, social media, mailings, and other means
- Academic Career Plan meetings with guidance
- Periodic (at least twice per semester) academy mentorship consultation.

To be considered in good standing in their academy, scholars are expected to have a minimum of:

- Attendance at or above 80%
- Semester GPA at or above a 1.5
- Passing all courses
- Passing all academy courses with a C or better
- Behavior which allows all scholars the opportunity to meet course standards and which appropriately represents Washington scholars that are preparing for success in school and in the workplace.

"On Watch" Interventions: are designed to quickly identify scholars who may be struggling to meet academy expectations for attendance, behavioral, or other reasons. Scholars will be placed "on watch" if they fulfill one of the following:

- Attendance below 80% (at Snapshot or end of semester)
- Semester GPA below 1.5 (at Snapshot or end of semester)
- D in Academy Course (at Snapshot or end of semester)
- U in non-Academy Course (at Snapshot or end of semester)
- Pattern of behavior that disrupts and limits classmates or self from meeting course standards, as suggested by academy and/or non-academy staff.
- Disrespectful or unsafe behavior in off-site activities as determined by staff.
- Observed decline in attendance, behavior, or academic performance as determined by staff

If a scholar is placed on watch, their parent or guardian will be notified by mail and by either phone or email contact. The scholar will also be expected to have a conference with academy staff and

leadership and will be expected to complete a daily report for a period of time until the scholar shows improvement. There will be a follow-up conducted between the scholar and academy staff and mentors at a minimum of every 2-4 weeks until the scholar's attendance, behavior, and grades show improvement sufficient to return the scholar to good standing.

Additional Interventions for "on watch" scholars may include:

- Recommendation for homeroom or after school academic support through James Place or Boys and Girls Club.
- Social Worker Referral
- Required online support assignments
- Required course make-up activities
- Potential limitations on academy activities

An Academy Warning: will take place when a scholar's attendance, behavior, or academics do not meet academy expectations and put the scholar at risk of not successfully completing the academy program. A scholar will be on an academy warning for one of the following:

- Attendance below 60% (at any point)
- U in Academy Course (at end of semester)
- 2 U's overall (at end of semester)
- Failing to make up U in previous course
- Pattern of behavior that disrupts classmates or self from meeting course standards, as suggested by academy and/or non-academy staff in consecutive semesters, or more severe or unsafe behavior as observed by staff and/or administration at any point at the discretion of academy leadership.
- A pattern of disrespectful or unsafe behavior in off-site activities as determined by staff.

A scholar with an academy warning will have their parent or guardian contacted to have a conference with academy staff and leadership. The scholar will be expected to complete a daily report and will be expected to recover any failed academy course through additional assignments determined by the course instructor or by credit recovery or summer school programs at the earliest possible opportunity. Monitoring meetings between the scholars and academy staff will be held every two weeks while the scholar is on an academy warning. Additional interventions as listed under the "on watch" intervention list and additional limitations on academy activities may be used at the discretion of the academy staff. A scholar who demonstrates improvement by successfully making up course credit and/or improving attendance and behavior will be removed from academy warning and either placed "on watch" or in good standing at the discretion of the academy team.

A scholar will be placed under academy probation when he or she shows a pattern of failing to meet academy expectations, typically over at least two semesters, and where interventions at the on watch and academy warning levels have been unsuccessful in improving the scholar's performance.

These circumstances include:

- Attendance below 60% in two consecutive semesters.
- U (non-cleared) in multiple Academy Courses. Note: A scholars who fails multiple Academy Courses in a single semester may be placed at this level or under academy warning at the discretion of academy leadership.
- A scholar that fails to make up a U in an academy course may be placed at this level or remain under academy warning at the discretion of academy leadership.
- Pattern of behavior that jeopardizes safety of scholars and/or staff and/or damages equipment.

Should a scholar require academy probation, a scholars/parent/guardian conference will be held with academy staff, academy leadership, and administration to determine whether it is appropriate for the scholar to continue within the academy. This will include the development of a scholar's contract for continued academy participation plus any interventions listed above as appropriate.

Scholars who successfully complete the contract expectations will meet with the academy team to determine continued supports and interventions under academy warning, on watch, or good standing conditions as appropriate

Failure to meet expectations of contract may result in continued academy probation or removal from the academy and withdrawal from academy courses as assessed and determined by academy leadership and administration.

Scholars Agreement:

The 2016-2017 WHS/NAF Handbook explains rules and regulations for scholars in the NAF and PLTW academies at Washington. It will help to ensure for successfully complete the coming year.

The handbook details requirements for successful completion of all areas of the academy. Topics include but are not limited to the following.

- Vision/Mission
- Who is NAF?
- NAF in Wisconsin
- NAF impact
- What we do?
- Curricular
- Community Service
- Program Completion
- NAF Curriculum
- Alumni
- Business Partners
- Scholarship
- Professional Business Attire
- Internship
- Academy support and intervention procedures.
- Advisory Board

It is our goal to provide you with a rewarding experience and remember your teacher and instructors are here to help you to be successful. If you or your parents have any questions, problems, concerns or issues that rise, please contact your academy team for input and direction.

I, _____, understand that it is my responsibility to read this

Print Name

Handbook, to go over it with my parents, and to clarify any necessary items. I further understand that I will be held accountable for all information contained in this handbook.

Scholars Signature

Date

Parent/Guardian Signature

Date

