

CLEAN TECHNOLOGIES & SUSTAINABLE INDUSTRIES EARLY COLLEGE HIGH SCHOOL

GUIDE FOR SCHOOL DISTRICTS



Clean Tech ECHS
2023-2024



Clean Technologies and Sustainable Industries Early College High School Program

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Clean Technologies and Sustainable Industries Early College High School Program

345 Hermes Road
Malta, N.Y. 12020
(518) 629-4981

Contact Information

Adrienne Snow, ECHS Program Coordinator, asnow@bscsd.org
Christina Carlson, ECHS School Counselor, (518) 884-7150 Ext. 2368

Mailings to: Ballston Spa High School
220 Ballston Ave.
Ballston Spa, NY 12020

Phone: (518) 629-4981 from 7 AM-11:30 AM
(518) 884-7150 Ext. 2362 or 2662

John Balet; Environmental Science & Sustainability 11; jbalet@bscsd.org
Matt Glogowski; Applied Mathematics in Clean Technologies 11; mglogowski@bscsd.org
Theresa Lewis; English 11; blewis@bscsd.org
Darrel Ackroyd; Intro to Nanotechnology 12; dackroyd@bscsd.org
Jenna Singer; English 12; jsinger@bscsd.org
Lucas Snow; Green Economics & Public Policy; lsnow@bscsd.org

Program Hours

7:30 AM- Extra help with teachers. This is subject to change based on parent meetings.

7:50 AM-10:50 AM- Class Hours

Lunch

Students who will miss their lunch at their home school can eat their lunch while in attendance at the program or prior to getting on their bus. There are vending machines available for student use. Students can also keep food in the refrigerator next to the vending machines and use the microwave. Students also have access to the coffee vending machine.

Food is only permitted in the atrium area or upstairs hallway. Students should not be eating in the classroom. They will have breaks throughout the morning in both high school and college class.

Health Information

The Clean Tech ECHS is hosted at the HVCC North Campus, therefore, there is no school nurse on site. In the event that your child has to carry medication for an illness, a permission to carry form must be on file with the ECHS office. This form can be picked up at the ECHS office at TEC-SMART. If your child becomes sick while at TEC-SMART, we will call a parent to come pick the student up.



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Transportation

Students should contact their home school counseling offices regarding transportation. In order to be on time to college classes, we recommend that schools plan to have students here at 7:45 AM for a 7:50 AM start.

Students with a valid driver's license can drive to TEC-SMART as long as they complete the driving form each school year. There is a separate form for students who attend Ballston Spa High School. The form is due the first Monday of each school year. If a student gets their license during the school year, they cannot drive to TEC-SMART until the form is turned in. Most schools do not allow students to transport other students from TEC-SMART to their home school as newer drivers can be easily distracted. A home school administrator signature is required for each driving form.

Schedule

Attendance in college classes is mandatory. If a student is going to be absent, they should email their college professor and cc Mrs. Snow. There are college classes in session over both February and April school vacations. College professors may not allow students to make up work missed during this time. It is important for students to be in communication with their college professors regarding absences.

School Supplies

College textbooks are provided by the ECHS program at no cost to students. Students can write or highlight them, but the textbooks will be returned at the end of each semester.

Students will need a pen, pencil, and folder for the ECHS program. Students may want to have their home school agenda and a notebook as well.

One to One Device Environment

Students in the Clean Tech ECHS are issued a Chromebook by the Ballston Spa School District. When at HVCC TEC-SMART, students MUST use either their program issued Chromebook or a device issued by their home school district. Since HVCC does not have a web filter and [The Children's Internet Protection Act \(CIPA\)](#) requires schools to block or filter internet access on school computers to pictures that are inappropriate for minors, and The [Children's Online Privacy Protection Act \(COPPA\)](#) requires schools to protect students' privacy and safety online at school, students must use a device that is filtered.

Students will use their log on and password for their BSCSD Google Drive to access the Chromebook. Students will use their HVCC log on and password to log on to the HVCC Wi-Fi when on site. All students must complete the Acceptable Use Policy.



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HVCC Paperwork

HVCC requires paperwork in order for students to register for college classes.

SRI (Student Registration Information): This form is completed each semester in order to register a student for an HVCC College class.

COR (Certificate of Residency): Students need to obtain this from their county office on a yearly basis in order to take courses from HVCC.

Immunization Records: Beginning in their junior year, when registered for more than 3 credit hours, HVCC requires students to submit their immunizations and a meningitis form to the Health Services office at Hudson Valley Community College. If a student submits the immunizations after the HVCC due date, they will be responsible for paying the fine from HVCC.

High School Program Paperwork

Each year students need to complete the Chromebook form, GoPro, Field Trip, and Emergency Card.

Students at the start of the program have on file the Acceptable Use Policy, Social Media, School Tool, Publication Release, and Participation in Research Studies. If at any point a parent wants to rescind their permission, written notice needs to be provided to ECHS Program Administration.

IEP/504 Student Accommodations

Each student needs to provide the ECHS Program Coordinator with a copy of any 504 or IEP plan in order for the high school to meet the accommodations. In order to receive accommodations through HVCC for the college classes, students will need to contact the Center for Access and Assistive Technology at HVCC. <https://www.hvcc.edu/caat/index.html>

Cell Phone Use

We understand that emergencies can happen and students will need to use their cell phones, but outside of emergencies we encourage students to keep their phones away. Cell phones, gaming, social media, and texting are distractions to the learning process. In order for students to be completely engaged, we encourage all students to keep their phones away until a scheduled break time.

HVCC college professors do not allow cell phones in college classes.

Attendance

If a student is late to school or absent, attendance notes need to be submitted to the ECHS office within 10 days of the absence. Students who drive will lose their parking privileges if they are late unexcused 5 times. This will reset each quarter. Students must sign in and out on the clipboards in the ECHS office at TEC-SMART. Any student who needs to be dismissed early, must turn a dismissal note into the ECHS office at the start of the school day. The Clean Tech ECHS follows the Ballston Spa Central School District attendance policy. You can find it on their website: <https://www.bsbsd.org/Page/1240>



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The following reasons for pupil absences, tardiness, and early departure shall be considered by the Board of Education to be excused:

- a. Illness
- b. Illness or death in the family
- c. Unsafe travel conditions
- d. Religious observance
- e. Medical appointments
- f. Quarantine
- g. Required court appearance
- h. Participation in a school sponsored activity
- i. Up to 3 approved college visits
- j. Approved school based cooperative work programs

Student attendance will be reported to the home schools by the ECHS program every week.

Ballston Spa uses a School Messenger system for attendance calls. Attendance is submitted by 8 AM. If your child signs in past 8:00 AM or forgets to sign in, an attendance call will be generated. If you tell us ahead of time that your child will be out, the system will still call due to an absence being recorded.

School Closing/Delay Information

The Ballston Spa Superintendent of Schools is responsible for the closing of school when an emergency occurs which would affect the health and safety of students. Emergency school closing information will be available on this website, on the radio, or at www.timesunion.com or www.wnyt.com.

So that phone lines may remain clear to communicate closure/delay status, please avoid calling the Transportation Department, District Office, or schools to find out if school is delayed or closed. The ECHS program will notify each home school principal of a school closing, in addition to sending the notification out on X: @CleanTechECHS.

Please review our **Emergency Closings** information on the Clean Tech website, and 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 remotely for the high school courses.



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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 2-hour delay students will log into Google Meet at 9:50 with their teacher.

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

For the latest information from our Clean Technologies & Sustainable Industries Early College High School, please follow us on X [@CleanTechECHS](#)

Student Discipline Procedures

The Clean Technologies & Sustainable Industries Early College High School and Hudson Valley Community College expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. High school personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. HVCC has their own disciplinary procedures for matters that go against their college code of conduct. Each student will receive a code of conduct for HVCC during the first week of classes. It can also be accessed via their website: <https://catalog.hvcc.edu/content.php?catoid=4&navoid=122>

The program recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. It is important to remember that the conduct and discipline actions outlined below are not all-inclusive and individual situations may differ and result in differing disciplinary consequences. The rules of conduct listed below are intended to focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. The ECHS program makes each home school administrator aware of any concerns of misconduct or behavior. The ECHS program is an extension of the home school and works in partnership with each home school district.

We will impose discipline at HVCC TEC-SMART. We will notify each home school of student discipline or attendance issues. We will uphold any home district suspension.

Student Searches & Interrogations

The ECHS program is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of the law or the district code of conduct. Students are not entitled to any sort of “Miranda”- type warning before



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questioned by school officials, nor are school officials required to contact a student's parent before questioning the student.

In addition, the Ballston Spa Board of Education authorizes school officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct. Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or to get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. The school has the right to require drug, alcohol, or metal detection testing if a reasonable suspicion exists that a student is under the influence of drugs, alcohol, or is in possession of a weapon.

Academic Integrity Policy

The Hudson Valley Community College's Plagiarism policy can be found here:

<https://www.hvcc.edu/plagiarism.html>

The Clean Tech ECHS Program is dedicated to provide a safe, nurturing, and rewarding environment where all students will be afforded the opportunity to enhance their knowledge, to develop self-esteem and to cultivate a respect for others by pursuing a diverse and relevant curriculum taught by a competent and caring staff. Consequently, program graduates should be responsible, thinking adults who accept learning as a lifelong process, who strive for excellence in all their endeavors, and who live productively in a changing global and technological society. In order to meet this goal, all administration, faculty, students, and parents must share in the responsibility of adhering to the *Academic Integrity Policy*.

Having academic integrity means valuing and demonstrating respect for:

- Personal honesty
- The development of lifelong learning
- The creations and opinions of others

Acting with academic integrity means:

- Taking full credit for your own work, but properly acknowledging those who have influenced you or whose work you have incorporated into your own
- Collaborating with others only as specifically directed and authorized
- Refusing to engage in cheating
- Reporting violations of the academic integrity policy to a teacher or administrator

What is cheating?

- Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means

Some examples of what cheating looks like:

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- *Plagiarism*: Presenting information collected, organized, or envisioned by someone else as your own or allowing someone else to present your work as his or her own
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment
- Using prohibited material to “help” during an assessment, such as cheat sheets, graphing calculators, or cell phones
- Asking about or sharing questions and/or answers to quizzes and exams
- Submitting the same work for more than one assignment without express permission from your teacher(s)
- Altering corrections or scores with the intent of changing your grade

Program Coursework Sequence

2023-2024 School Year Course Information

	<u>High School Courses</u>	<u>Grade</u>	<u>Credit</u>	<u>College Courses</u>	<u>College Credits</u>
9th Grade	P-TECH 21 st Century Skills – Full Year	P/F	1.0	N/A	
10th Grade	Semester only P-TECH Civics - Fall	P/F	.5	Fall- College Forum	1.0
	P-TECH College & Workplace Readiness	P/F	1.0	Spring- Sociology	3.0

****The Monthly Visits are a mandatory part of the program. We ask for your support in getting students here as it will impact their grade if they miss a visit.**

9th Grade Monthly Visit Dates:

September 19th, October 16th, *November 8th, December 19th, January 19th, February 12th, March 26th, April 26th, and *May 22nd

10th Grade Monthly Visit Dates:

September 14th, October 13th, *November 8th, December 18th, January 17th, February 13th, March 28th, April 22nd, and *May 22nd

***Student Project Exhibitions at TEC-SMART 11/8 and 5/22 - Open to families, school administrators, and business partners.**

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11th Grade High School Coursework

Course	Credit
Environmental Science & Sustainability	1.0
Applied Mathematics in Clean Technologies- not NCAA approved	1.0
English 11- Regents taken at home school	1.0
P-TECH Reading & Research	0.5
P-TECH Career Exploration (typically summer prior to grade 12)	0.5 Elective

11th Grade College Coursework

Pathway	Fall Semester Course	# of College Credits	Spring Semester Course	# of College Credits
Clean Energy	BADM 110: Legal & Ethical Environment of Business (Business Law I)	3.0	MATH 150: College Algebra or PreCalculus	4.0
	MKTG 120: Principles of Marketing	3.0	ESYS 100: Wind Energy	1.0
Community & Public Health	PSYC 100: General Psychology	3.0	BADM 220: Statistics	4.0
	ENGL 125: Public Speaking	3.0	SOCL 120: Cultural Diversity in American Society	3.0
Engineering Sciences	CISS 110: Programming & Logic 1	3.0	MATH 170: College PreCalculus OR BIOL 150: General Biology I	4.0
	ENGR 120: Intro to Engineering Design	3.0	ENGR 110 - Engineering Tools OR SOCL 120 - Cultural Diversity in American Society	3.0
Entrepreneurship	MKTG 120: Principles of Marketing	3.0	*MATH 110 - Intermediate Algebra OR MATH 150 - College Algebra w/ Trig	3.0-4.0
	ENTR 110: Intro to Entrepreneurship	3.0	PSYC 100: General Psychology	3.0

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Hacking & Cybersecurity	CISS 100: Intro to Computing & Info Sciences	4.0	MATH 150 - College Algebra w/ Trig OR MATH 170 - College PreCalculus	4.0
	PSYC 100: Psychology	3.0	PSYC 205 – Developmental Psychology	3.0
Polysomnography	PSYC 100: General Psychology	3.0	BADM 220: Statistics	4.0
			PSYC 205: Developmental Psychology	3.0
Surgical Technology	PSYC 100: General Psychology	3.0	PSYC 205: Developmental Psychology	3.0
			MATH 150 - College Algebra w/ Trig OR MATH 170 - College PreCalculus	4.0

College Math

A student will be placed in College Math for the 2nd semester. A student who is in College Algebra should also be taking Algebra II at their home school in order to prepare them for the NYS Regents exam.

A student who has already passed Algebra II will take the College Precalculus course.

*A student in the entrepreneurship pathway has the option to take MATH 110: Intermediate Algebra. This course is recommended for a student who is not currently in Algebra II OR a student who is in Algebra II, but is struggling.

English 11

Students will sit for the Regents exam at their home school. The ECHS program does not administer the English Regents exam.

We ask each home school to send transcripts with ELA Regents scores by the last day of work in June each school year.

If a student has already taken English 11 prior to junior year, your school district can count it as an elective.

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12th Grade

Course	Credit
CHS English Composition I	1.0
Green Economics & Public Policy (4 th year of Social Studies)	1.0
Introduction to Nanotechnology	1.0

12th Grade College Coursework

<u>Pathway</u>	<u>Fall Semester Course</u>	<u># of College Credits</u>	<u>Spring Semester Course</u>	<u># of College Credits</u>
Clean Energy	ECMN 120: Electrical Theory for Renewable Energy	3.0	ECMN 211: Photovoltaics System Installation & Maintenance	3.0
	ECMN 210: Photovoltaic Systems Theory & Design	3.0	ECMN 195: Electrical Power Distribution & Control	3.0
	ENGL 101: English Composition I	3.0		
Community & Public Health	ENGL 101: English Composition I	3.0	CMHL 110: US Healthcare	3.0
	SOCL 110: Social Problems	3.0	CMHL 115: Healthcare Ethics	3.0
	PSYC 200: Child Psychology	3.0		
Engineering Sciences	MATH 180: Calculus I	4.0	MATH 190: Calculus II	4.0
	ENGL 101: English Composition I	3.0	ENGL 102: English Composition II	3.0
Entrepreneurship	BADM 220: Statistics	4.0	BADM 207: Organization & Management	3.0
	ENGL 101: English Composition I	3.0	MKTG 210: Digital Marketing	3.0
	ENTR 120: Entrepreneurship Process	3.0		

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Hacking & Cybersecurity	ENGL 101: English Composition I	3.0	CISS 125: Computer & Information Systems	3.0
	ENGL 125: Public Speaking	3.0	CRJS 101: Intro to Criminal Justice	3.0
	CISS 110: Programming & Logic I	4.0		
Polysomnography	BIOL 139 - Anatomy & Physiology for Respiratory Care Students	4.0	CMHL 115 – Healthcare Ethics	3.0
	ENGL 101 - English Composition I	3.0	RESP 110 – Human Anatomy & Physiology	3.0
	PHYS 110 - Physics for the Health Sciences	4.0		
Surgical Technology	BIOL 270: Anatomy & Physiology I	4.0	BIOL 271: Anatomy & Physiology II	4.0
	ENGL 101: English Composition I	3.0	ENGL 102: English Composition II	3.0

NYS Seal of Civic Readiness

The Seal of Civic Readiness is a formal recognition that a student has attained a high level of proficiency in terms of civic knowledge, civic skills, civic mindset, and civic experiences. The Seal of Civic Readiness distinction on a high school transcript and diploma:

- shows the student's understanding of a commitment to participatory government; civic responsibility and civic values;
- demonstrates to universities, colleges, and future employers that the student has completed an action project in civics or social justice; and
- recognizes the value of civic engagement and scholarship

P-TECH Grant Information

A student who entered the program as of September of their 9th grade year is considered a P-TECH student. A P-TECH student can finish their Associate's Degree at HVCC at no cost to them or their families. Students under the P-TECH grant must stay in the pathway they choose at the end of their sophomore year in order for coursework to be covered. The P-TECH grant covers the cost of tuition, textbooks, parking, and associated fees with being a college student.



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- Students continuing on for their Associate Degree as part of the program will remain on the high school roster until they leave the NYS P-TECH program which is up to 2 additional years or when they earn their Associate's Degree.
- Students will have up to two years after high school to finish their Associate's degree from HVCC.
- Since students are remaining on the high school roster as part of the NYS P-TECH program they are not eligible to apply for financial aid. Tuition, fees and books are paid through the grant funding. This means that students will have four years of eligibility for financial aid remaining should they decide to pursue a Bachelor's Degree.
- Tuition and books will be covered for students that remain in the pathway which they started during their junior year of the ECHS.
- P-TECH grant funding is *only* able to cover the classes required for the Associate's degree in the students approved chosen pathway.
- Based on restrictions of the grant, students are able to retake (failed courses) one course as part of their tuition covered by the grant.
- Students will be enrolled in a course in Canvas for purposes of support and disseminating of information. Program staff will be regularly checking in with students to provide support.
- The Clean Tech ECHS will need to report your attendance to your home schools. If you are going to miss your college classes you will need to email your professor and copy Mrs. Snow on the email.
- Students will matriculate into their major right before they graduate with their Associate Degree.
- Each semester students will provide a schedule to program administration. Students will provide their grades to the program on a biweekly basis. Students will be required to attend a monthly check in at the main campus.