



WINDHAM REGIONAL CAREER CENTER

Course Catalog 2024-2025

80 Atwood Street
Brattleboro, VT 05301
(802) 451-3586
www.wrccvt.com

One Mission - Learner Success

*A clear vision of effective communication and technology
supporting learners at every opportunity.*

Refer to www.wrccvt.com for the most current list of course offerings

Non-Discrimination Statement

Windham Regional Career Center does not discriminate on the basis of race, color, national origin, creed, sex, disability, sexual orientation, gender identity, marital status, or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Michael Kelliher, Nondiscrimination Coordinator, 53 Green Street School, Brattleboro, VT 05301 (802) 254-3730 email: mkelliher@wsesdvt.org

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WRCC Mission

The Windham Regional Career Center's mission is to provide all learners with skills and competencies leading to post-secondary success. The Career Center utilizes advanced technology to deliver a valid curriculum aligned with recognized educational and industry standards and competencies to all learners in Windham County and the surrounding region.

Our mission is to provide:

- A highly qualified, dedicated, and caring administration and staff that models lifelong learning and professionalism.
- A safe, positive, respectful environment that celebrates learning and achievement for all.
- A culture with high expectations that promotes intellectual curiosity and creative thinking along with personal responsibility, effort, and citizenship.
- An administration and staff that provides a consistent approach to attendance and discipline with appropriate timely consequences.
- A supportive and involved learning community (including students, parents, and staff) that provides an evolving and innovative curriculum which produces confident, self-motivated, skilled graduates with a solid work ethic.

Windham Regional Career Center Requirements

Admissions

- All students must complete the WRCC admissions procedure. (see Admissions Procedure page)
- Most WRCC programs are two-year programs of study that meet for a minimum of 120 minutes a day. Students must be willing to commit to this time frame.
- No new students will be approved after the announced add/drop date unless they have started the program at another career center before moving to the WRCC region and approval from the WRCC Director will be required.

Prerequisites

- Students must have completed at least one WRCC pathway related general education high school course with a grade of 70 or better before they are eligible to apply.
- Students need to have completed Algebra I or an approved alternative appropriate to their WRCC pathway. See WRCC counselor regarding approved alternatives.
- Students must demonstrate good attendance in current and previous high school courses.
- Special Note: Students currently being served by an IEP or 504 Accommodations Plan must also meet with their IEP/504 team prior to applying per *VT State Board of Education Rules Series 2370 – Career and Technical Education CVR 22-000-007 Page 26 of 35* referenced here: *(Students identified as being eligible for services under the Individuals with Disabilities Education Act, and/or reasonable accommodations under Section 504 of the Rehabilitation Act, shall be considered for enrollment in technical education at a (an) IEP/504 Meeting. When an IEP/504 Team determines that the student would benefit from an appropriate placement in technical education, the student may apply for admission to the technical center. Members of the IEP/504 Team shall include the technical education Special Populations Teacher and the instructor of the desired technical education program.)*

Behavior

- Students must maintain respect for themselves and others within the classroom and off site work environments.
- Students are expected to follow all safety requirements at all times. Failure to do so will result in disciplinary action. Continued infractions may result in the student being removed from the program.
- Students are required to wear all health and safety equipment. Some programs require students to wear uniforms during class time.
- Students are expected to be able to work independently.

Attendance

- Classes at the WRCC are designed to offer students an in-depth, sequential, experiential learning environment that cannot be duplicated if a student is absent. While we recognize that all students have reason to be absent from time to time, attendance is an essential part of our 21 Century Skills grading rubric. It is important to note that students are not penalized for missing class for excused absences or sending school sponsored activities.
- Cutting Class or unexcused absences may result in a zero for participation and classwork for the day.
- Being late or tardy for class also impacts a student's 21 Century Skills grade and may result in disciplinary action.

Grading

- Students are graded based on 21st Century Skills rubric, class participation, classwork, and individual program expectations.
- Students are expected to maintain a passing grade at all times. WRCC reserves the right to remove the student from the program and no credit will be awarded.
- Students are expected to complete the full program year in order to earn course credit. If a student in a year-long class withdraws before the end of the course, credit may not be awarded. Students must meet with the Career Center Director for this determination.



WRCC Admissions Procedure

1. All students must complete a WRCC application. Please use the following link to the WRCC enrollment program: https://wrccvt.schooladminonline.com/users/sign_in. Students are asked to create a login to the portal. This portal allows students to apply, inquire (set up appointments with program instructors) and check the status of application.
2. Students are encouraged to set up an appointment to visit with program instructors via this link: https://wrccvt.schooladminonline.com/portal/new_inquiry. This meeting helps students to determine if they have met program prerequisites and learn about program content to match interests.
3. Students hoping to pursue the second level of a program must pass the level one program with a 75 or better or have the program instructor's recommendation. All required program safety assessments need to be successfully completed prior to moving to level two.
4. Admission decisions are based on
 - a. Program interest. Students are asked to meet with program instructors to learn about prerequisites and program content. They can set up an appointment by visiting this link and setting up a student account. https://wrccvt.schooladminonline.com/portal/new_inquiry
 - b. Transcript review - grades and courses taken. Applications are scored based on the following rubric: Excellent-GPA 90-100; Good- 80-89, Fair 70-79; Poor 60-9-69: failing below 59 **If there are any extenuating circumstances that affected academic performance, please submit documentation or counselor communication to the WRCC office.**
 - c. Attendance history, Applications are assessed based on the following rubric: Excellent 0-3 absences; good-4-6; fair 7-9 and poor ten or more absences. **If there are extenuating reasons that can be documented for absences, please submit documentation or counselor communication. This can be an important factor in the decision.**
 - d. Behavioral history (focus on safety and ability to participate), This is determined by student's ability to meet prerequisite skills, ability to work both independently and in groups, ability and willingness to follow safety instructions. Finally respect for self, others and the community and the learning process as demonstrated by positive behavior.
 - e. Sending school counselor recommendations.
 - f. Program instructor recommendation as provided following student visit with instructor
 - g. Program space and availability.
5. Eligible students are 11th & 12th graders. Sophomores will be considered on a space available basis if they exhibit skills and maturity.
6. Applications for year one students will be prioritized based on the following,
 - Students who apply by March 31st, 2024 are given priority in the application and placement process
 - 11th graders are given first priority for acceptance and placement in programs
 - 12th graders are given second priority.
 - 10th graders are given third priority.
 - Applications received after March 31st will not be reviewed until after applications received on or before March 31st are processed and students are placed.

If a program fills, students can still apply but will be placed on a waiting list. Waiting list students will be placed in the order in which they applied based on the date and time stamp on their application using the above admissions criteria.

7. Students identified as being eligible for services under the Individuals with Disabilities Education Act, and/or reasonable accommodations under Section 504 of the Rehabilitation Act, shall be considered for enrollment in technical education at a (an) IEP/504 Meeting. When an IEP/504 Team determines that the student would benefit from an appropriate placement in technical education, the student may apply for admission to the technical center. Members of the IEP/504 Team shall include the technical education Special Populations Teacher and the instructor of the desired technical education program in the determination process if they need assistance in determining the skills needed to enter the program. Vermont State Board of Education Rules Series 2370 - Career and Technical Education CVR 22-000-007 Page 26 of 35

This means that before a student applies to a career and technical program, the IEP/504 team must examine not only the program of study but also the course expectations including but not limited to the course syllabus, text reading level, writing expectations, math skills needed, safety requirements, and prerequisites to determine if a pathway is an appropriate placement for the student the team is working with. If it is not clear that the student meets the criteria the IEP/504 team must work with the technical education Special Populations Teacher and the instructor of the desired technical education program to assist in determining if the placement is appropriate. The notes from this meeting must be submitted to the WRCC Special Needs Coordinator if the student is accepted to WRCC and final placement will not be completed until they are received. This process does not guarantee that the student will be accepted.

Technical centers shall provide accommodations and other services required by special populations students to complete their technical education program successfully. The Special Populations Teacher shall support instructors in carrying out the accommodations, interpret the results of academic and vocational assessments, and design remedial academic exercises. In addition to meetings and record-keeping, student services shall also include reinforcing employability skills and supervising services for students whose native language is other than English.

This means that the Special Populations Teacher/Special Needs Coordinator supports our instructors in providing IEP/504 accommodations and identifying supports that allow students to access the program or pathway expectations and/or requirements. When appropriate the Special Populations Teacher can work with students to review prior knowledge and pre-teach skills, but cannot offer core instruction for credit (i.e. these services cannot be used to meet the requirements of an English class).

8. All students, parents(s), and a Local Educational Agency Representative or designee (guidance counselor, case manager, or administrator) from the sending school are required to participate in a transition meeting with WRCC staff to review the requirements of the program the student has been approved for and to determine what, if any, additional supports the student might need. For a student with either a 504 or an Individual Education Plan, this meeting must be a noticed, legal 504, or IEP meeting so that the team can determine if the student's plan needs to be amended to meet their needs at WRCC.
9. No new students will be approved after the announced add/drop date unless they have started the program at another career center before moving to the WRCC region and approval from the WRCC Director will be required.
10. Students who are not admitted when they apply can appeal the decision and submit additional pertinent information to the admissions team to be reviewed in addition to their original application. The request to appeal a decision and additional information or the request for a meeting to discuss the admissions decision should be submitted to the WRCC school counselor.

Admissions applications are available online (www.wrccvt.com) or per request. Contact information (802) 451-3586

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WRCC ACADEMIC and EMBEDDED CREDITS

Many Career Center courses fulfill high school requirements for graduation, which enables students to take advantage of Career Center opportunities without them interfering with their credit requirements for high school graduation. The list below details this.

HIGH SCHOOL COURSE REQUIREMENT	CAREER CENTER COURSES	
MATH	Building & Construction Trades	Must complete 2-year program
	Electrical (or Science)	Must complete 2-year program
	Manufacturing (or Science)	Must complete 2-year program
ENGLISH	Business Management	Must complete 2-year program
SCIENCE	Forestry/Natural Resources	Must complete 2-year program
	Automotive Technology	Must complete 2-year program
	Culinary Arts	Must complete 2-year program
	Criminal Justice	Must complete 2-year program
	Manufacturing (or Math)	Must complete 2-year program
	Aviation Careers	Must complete 2-year program
	Electrical (or Math)	Must complete 2-year program
	Health Careers	Must complete 2-year program
SOCIAL STUDIES	Early Childhood Education	Must complete 2-year program
	Criminal Justice	Must complete 2-year program

CAREER FOUNDATIONS

Career Foundations #CE100030

Credits: BUHS 4, Sending Schools 1

Open to grades: Grades nine and ten (11th, 12th space available) Semester

Students will explore a variety of career and college pathways and the skills necessary to be successful in both arenas. Students will engage in a variety of hands-on activities and projects, and will additionally explore a variety of Career Center programs. Students will also engage in activities that will help them to set goals, problem-solve, manage time and stress, improve communication skills, take better notes, reduce test anxiety, and plan financially.

NOTE: This course qualifies to be offered as CCV's Intro to College and Career.

AUTOMOTIVE TECHNOLOGY



Program

Automotive Technology focuses on educating students in all aspects of automotive maintenance and repair. The program provides an on-site automotive learning center called the LAB (Learning Automotive Basics). The LAB has an adjoining classroom fully equipped with current technology and equipment. Students gain exposure to all types of vehicles and repair techniques, providing them with skills and experiences to successfully transition into careers in the automotive industry. Throughout the entire pathway, there will continue to be a strong emphasis on safety, professionalism, team work, work ethic, critical thinking, accountability in the workplace, and the importance of setting high standards regarding vehicle repair. The course aims to prepare students for real-life situations and create a strong foundation of skills and knowledge that skilled employees in the automotive industry need.

Automotive Technology I - #CL100032
Open to Grades 11th and 12th (10th if space allows)

Credits: BUHS 12, Sending Schools 3
Year Long, 120 minutes Daily

Auto I is designed to teach students the fundamental theories and concepts of today's passenger vehicles. This course is the first of two to complete the automotive learning pathway. During class, students will have classroom discussions and conversations about theory. They will learn to use Motor Logic and Electude programs as learning tools while implementing what they learned during LAB. In addition, in LAB, students will learn safety, tool use, and lift operation. Students will also learn the fundamentals of auto technology, steering and suspension, brakes, multipoint inspection, oil change, new vehicle preparation, tire change and balancing process, and alignment service. At the end of the first year, students will have the basic knowledge to be able to enter the auto industry as an entry-level technician.

Prerequisites:

- Students need to have completed Algebra I or an approved alternative appropriate to their WRCC pathway. See WRCC counselor regarding approved alternatives.

Recommended reading level: Grade 9

Automotive Technology II - #CL200031

Credits: BUHS 16, Sending Schools 4

Open to Grades 11 & 12 with successful completion of Level I Year Long, 160 Minutes (2 blocks)

Auto II is designed to provide the second part of the automotive service and repair process. During class, students will have classroom discussions and conversations about theory. They will learn to use Motor Logic and Electude programs as learning tools while implementing what they learned during LAB. Students will understand the components of a vehicle engine, which include the combustion process, design and repair, performance, emissions, and the theory and method of On-Board Diagnostics (OBD II). In addition, students will also learn about light vehicle diesel concepts, electronics, wiring, and electrical drive vehicles, also known as EV vehicles. As these areas are covered, there will be online assignments, classroom discussions, and LAB lessons featuring live vehicles, ordering parts, and speaking with customers.

Completion of this two-year program satisfies a science equivalent.

Prerequisites: Successful completion of Level I (first year) program with a 75 or better and instructor recommendation. Students must also have obtained Level I program safety certification.

Recommended: : Driver's Education and a minimum of a 9th-grade reading level

NOTE: Students in **Automotive Technology** are encouraged to take **WRCC English Composition and/or WRCC Professional Writing and Communications and WRCC Algebra II or Essentials of Math for College and Careers**. Please refer to the English and Mathematics sections below for full course descriptions.

AVIATION PROGRAM



Aviation Careers Program Overview.

By 2041, 602,000 new pilots and 610,000 technicians will be needed worldwide, according to Boeing's *Pilot and Technician Outlook*. Employment opportunities include pilots, drone operators, mechanics, flight attendants, air traffic controllers, airfield managers, and more.

The WRCC Aviation Careers Program is designed to be a full two year program. Year one will provide an in-depth introduction to the world of aviation and to the skills needed for success in this ever growing career field. Year two, will prepare each student for either (1) the FAA written examination for a private pilots license or (2) the FAA written exam to become a licensed drone operator (depending upon the track chosen in year 2 of the program). Qualified applicants for this program must have an interest in aviation, but do not need to be committed to becoming a pilot. This program will serve well anyone with an interest in any aspect of the aviation career path.

What this program is not: This program will not lead to a private pilot's license. The time available for the completion of the current curriculum does not, in any way, provide the time needed to accumulate the minimum of 40 flight hours required for a private pilot's license. We do intend to provide some opportunities to experience time in the air, simply to become familiar with the flight environment. However, those opportunities will only be available if the time and resources are available.

Aviation Careers I #C0008000

Open to Grades : 11th and 12th (10th if space allows)

NOTE: This course is being considered for dual enrollment credit

Credits: BUHS 12, Sending Schools 3

Year Long, 120 Minutes Daily

The first semester of the course provides the foundation for advanced exploration in flying, aerospace engineering, and unmanned aircraft systems. Students will learn about engineering practices, problem-solving, and the innovations and technological developments in this growing field. This first semester provides the foundation for both pathways and gives students a clear understanding of career opportunities in aviation and aerospace and the critical issues affecting the industry.

In the second semester, students pursuing the Pilot and UAS tracks will look closely at the aircraft they may one day operate. They will gain an in-depth understanding of the forces of flight—lift, weight, thrust, and drag—including how to make key calculations. They will then touch on aircraft design, looking at stability,

aircraft controls, and maneuvering flight. The course will focus on career skills related to these topics. This unit also covers aircraft flight manuals, required aircraft documents, and the factors that affect aircraft performance.

Prerequisites:

- Students need to have completed Algebra I or an approved alternative appropriate to their WRCC pathway. See WRCC counselor regarding approved alternatives.

Aviation Careers II (Planned for the 2024-25 School Year)
Open to successful completers of Aviation Careers I

Credits: BUHS 16, Sending Schools 4
Year Long, 160 Minutes (2 blocks)

In the second year of the program, students will need to choose between a Pilot Course pathway or a Drone Operator Course pathway. *(NOTE: for reasons related to overall student interest and teacher availability, we might not be able to offer both pathways in Year 2, but may need to focus solely on one of the two pathways.)*

The first semester of Year 2 is foundational for both crewed and uncrewed aviation. It will prepare students to take either Federal Aviation Administration tests: the Private Pilot Knowledge Test or the Part 107 Remote Pilot Knowledge Test. Topics include preflight procedures, airspace, radio communications, aviation terminology, regulations, airport operations, aviation safety, weather, cockpit management, and emergency procedures. The second half of the first semester will focus on the unique learning needs for either the pilot track or the drone operator track of this program. **Note: as we plan for the first time offering this program, we may need to focus solely on either pilot or drone track, and might not be able to offer both. This depends, in part, on Instructor time availability as well as student interest.**

In the second semester, students will examine advanced aviation topics and career options after preparing for the Private Pilot Knowledge Test or Part 107 Remote Pilot Test in the previous year. Instrument flight, commercial aviation, and advanced aircraft systems begin the semester. Looking into the future, students will then explore new horizons in the aerospace industry. What might aviation look like five, ten, or twenty years into the future? The focus then turns to business development opportunities in aviation. Time permitting, the course will end with a student capstone project on an aviation topic of their choosing.

Prerequisites:

- Successful completion of Aviation Careers II with at least a C average grade or teacher recommendation.

BUSINESS MANAGEMENT



Program

Embark on a transformative journey in business with the Business Management and Entrepreneurship Program. This two-year comprehensive program is tailored to instill in students the essential skills for effective leadership, team management, and entrepreneurial endeavors. The curriculum covers a spectrum of subjects, including management, finance, marketing and leadership skills, hospitality and entertainment management, computer applications, communication skills, career exploration, resumes and job interviews, personal finance, team building, business operations, business law, organizational behavior, and more. The program is designed to provide a well-rounded skill set that can be applied to various professional business scenarios.

Hands-on learning experiences, such as individual and group projects, guest lectures, work-based learning opportunities, and field visits, offer practical insights to sharpen business skills. What sets this program apart is its commitment to academic excellence by providing dual enrollment college credits, allowing students to simultaneously progress in their collegiate education. Upon completing the Business Management and Entrepreneurship Program, graduates are poised to enter the workforce directly or pursue higher education as business majors. The program imparts knowledge and empowers students to navigate diverse professional landscapes confidently. Seize the opportunity to shape your future; enroll in the Business Management and Entrepreneurship Program and set the stage for success.

Business Management I* - #CCHS1004
Open to Grades 11 and 12 (10th if space allows)

Credits: BUHS 12, Sending Schools 3
Year Long, 120 Minutes Daily

***This course offers dual enrollment college credit**

Get ready to dive into the exciting business world with Business Management 1*, your gateway to understanding the processes and activities that make businesses successful. This course is all about giving you a taste of the essential skills and knowledge needed to thrive in the business world. Discover the core content that applies to every aspect of business, and see how it comes to life with practical management theory applications. We'll explore the fundamental management functions—planning, organizing, leading, and controlling—from different perspectives, showing you what it takes to make things run smoothly.

But it's not just theory! This hands-on course focuses on key skills that will set you up for success. From mastering communication in all its forms (oral, written, non-verbal, and listening) to becoming a pro at problem-solving, teamwork, decision-making, conflict resolution, and critical analysis, you'll build a toolkit of skills businesses value. Our goals? To help you acquire a solid business and human resources management foundation, understand the ins and outs of information management and organizational practices, and apply ethical business practices for a smooth operation. Get ready to embrace technology—we'll show you how to use information technology tools to manage tasks effectively.

But here's the fun part: you'll have the chance to flex your creative muscles by creating and writing a full business plan. Picture this—you'll be crafting a business plan for a food truck, putting all your skills to the test in a real-world scenario. So, if you're ready for an exciting journey into the business world, join us for Introduction to Business and Principles of Management. Get ready to explore, learn, and unleash your inner business guru!

Prerequisites: Students need to have completed Algebra I or an approved alternative appropriate to their WRCC pathway. See WRCC counselor regarding approved alternatives

Recommended reading level: Grade 9

Business Management II* - #CCHS2004

Open to Grade 11 & 12 with successful completion of Level I

***This course offers dual enrollment college credit**

Credits: BUHS 16, Sending Schools 4

Year Long, 160 Minutes (2 blocks)

Embark on an exploration of Business Management 2 and Marketing and Entrepreneurship designed just for you! Get ready to uncover the secrets behind successful businesses and learn how to navigate the exciting management world. In this course, we break down the complexities of business into bite-sized, engaging lessons that teach you the basics and how to apply them in real life. From understanding how businesses function to discovering the ins and outs of management theory, this course is your ticket to gaining knowledge and practical skills.

Delve into the exciting side of business as we explore fundamental management functions like planning, organizing, leading, and controlling, giving you a sneak peek into what it takes to run a successful operation. The best part? We make it easy to understand by looking at things from different angles. But it's not just about textbooks and lectures! You'll also be able to roll up your sleeves and dive into hands-on activities. Learn how to make ethical decisions that keep a business running smoothly, discover the power of technology in managing tasks, and gain insights into the skills you'll need for a super successful future.

And that's not all! We'll unravel the fascinating world of marketing principles, teaching you the art of promoting products and ideas. Learn how businesses create and communicate value to customers, explore the

psychology behind consumer behavior, and discover the strategies that make products and services stand out. From catchy slogans to eye-catching advertisements, you'll get hands-on experience crafting your marketing magic.

If you're ready to unlock business secrets, make ethical choices, and become a tech-savvy leader, join us on this exciting adventure in Business Management and Marketing designed just for high school students like you. Get ready to rock the business world!" Join us in this exciting educational journey, where theoretical concepts seamlessly align with real-world applications, setting the stage for your ascent in the ever-evolving business landscape. Elevate your understanding, sharpen your skills, and embark on a path toward becoming a visionary Business Management and Marketing leader.

Completing this two-year program satisfies an English equivalent of 4 credits of English maximum

Prerequisites:

Successful completed Level I (first year) program with a 75 or better and instructor recommendation. Students must also have obtained Level I program safety certification. Seniors may be eligible with completion of Level I with transcript review.

NOTE:

Students in **Business Management** are encouraged to take **WRCC English Composition and/or WRCC Professional Writing and Communications and WRCC Algebra II or Essentials of Math for College and Careers**. Please refer to the English and Mathematics sections below for full course descriptions.

CONSTRUCTION & ARCHITECTURE



Program

The Construction Architecture (CA) program offers the skills necessary to enter the residential and light commercial construction and architecture trades. These skills begin with safety and range from hand and power tool use to blueprint reading and creating, to framing and finish carpentry. Participants will gain experience with many of the building components within the fields of Construction and Architecture. Applied academics and workplace skills are an important part of this program and are integrated throughout the year. The curriculum being taught encompasses the National Center for Construction Education and Research (NCCER) Certification for Core Curriculum: Introductory Craft Skills.

Construction and Architecture I - #CL100021
Open to Grades 11th and 12th (10th if space allows)

Credits: BUHS 12, Sending Schools 3
Year Long, 120 Minutes Daily

The Level I program is designed to provide students with a broad understanding of different career pathways within the construction and architecture field - one of the largest industries in the United States. The program prepares students with skills related to safety and basics of construction and architecture, including blueprint reading and design. Through visiting local job sites and industry professionals' presentations, students will see the industry in action. Upon completion of this course, proficient students will be able to demonstrate knowledge and skills in safety, hand and power tools, basic construction math, blueprints, material handling, and work-related skills. They will begin to develop a physical and electronic portfolio, and have the opportunity to earn industry-recognized credentials (IRCs) applicable to construction and architecture.

Prerequisite:

- Students need to have completed Algebra I or an approved alternative appropriate to their WRCC pathway. See WRCC counselor regarding approved alternatives.

Recommended reading level: Grade 9

Recommended: Geometry

Construction and Architecture II - #CL100022
Open to Grades 11 & 12 with successful completion of Level I

Credits: BUHS 16, Sending Schools 4
Year Long, 160 Minutes (2 blocks)

The Construction Architecture Level II program is designed to build on students' knowledge of safety, fundamentals, and understanding of the basics of the building and architecture trades - one of the largest industries in the United States. Students will practice applications of mathematical concepts, improve proper measurement, accurate assembly, material estimating procedures, and safe work practices. While safely employing tools used in the trade, students will learn and practice how to frame floors, walls, ceilings, roofs, and stairs. They may be exposed to Computer Aided Drafting (CAD) software to create plans and three-dimensional drawing, and connect their drawing layouts to actual models, components, and possibly buildings. Through visiting local job sites and industry professionals' presentations, students will see the industry in action. Upon completion of the Level II program, proficient students will demonstrate knowledge and skills in framing, building science, and understanding blueprints. They will begin to develop a physical and electronic portfolio, and have the opportunity to earn industry-recognized credentials (IRCs) applicable to construction and architecture, and will be encouraged to join SkillsUSA, and Better Building by Design. Second-year students will have work-based learning opportunities, with the potential for full-time employment.

Completion of this program satisfies a math equivalent.

Prerequisite:

Successful completion of Level I (first-year) program with a 75 or better and instructor recommendation. Students must also have obtained Level I program safety certification.

Recommended: Geometry

NOTE

Students in **Construction Trades** are encouraged to take **WRCC English Composition and/or WRCC Professional Writing and Communications and WRCC Algebra II or Essentials of Math for College and Careers**. Please refer to the English and Mathematics sections below for full course descriptions.

CULINARY ARTS



Program

The Culinary Arts program provides students with the training and experience needed to gain employment in the food service industry and to pursue a post-secondary education in the culinary arts. Students will work with food, learning to prepare it and refining their capacity to taste it. This program is designed to teach the student about food preparation at the commercial level, that is, how to prepare food that people will buy. That said, this program is geared toward learning the basics of the culinary arts, and not focused on personal consumption. Students will learn knife skills, equipment use, methods of cooking and baking, culinary terminology, and customer service. They additionally learn safe food handling and sanitation in their second year and have the opportunity to attain the nationally recognized Serv-Safe certification. Students work in the program's commercial kitchen having a chance to learn in a professional setting. The goal is that after the student graduates from the two-year Culinary Arts program at the Windham Regional Career Center, they are prepared for entry-level positions in the field and encouraged to continue their education at the post-secondary level.

Culinary Arts I - #CL100040

Open to Grades 11th and 12th (10th if space available)

Note: This course is being considered for dual enrollment credit.

**Credits: BUHS 12, Sending Schools 3
Year Long, 120 Minutes Daily**

There is joy in the kitchen if you know where to look. Using the National Restaurant Association Pro-Start curriculum, the Culinary Arts Level I program introduces students to a career in food service and restaurant work. The restaurant industry-driven curriculum provides students with real-world practical and foundational restaurant skills. In the context of an on-site professional kitchen, topics will include food preparation; recipes and ingredients; front-of-the-house customer service; meal and menu planning; professional kitchen equipment use and maintenance; sanitation and hygiene; workplace safety; proper food handling; and workflow. Students will learn about the many culinary related jobs and career pathways as well as 21st-century work skills. Working in teams, students will enhance their professional communication skills. Students will have the opportunity to earn the nationally recognized Serv-Safe Food Handler certification. A portion of the class will be devoted to preparing for this exam.

Prerequisites:

- Students need to have completed Algebra I or an approved alternative appropriate to their WRCC pathway. See WRCC counselor regarding approved alternatives.

Recommended reading level: Minimum of an 8th-grade reading level and knowledge of basic math, specifically basic measurement in United States Standard volume units like ounces, cups, pints, quarts, and gallons.

Culinary Arts II - #CL200040

Open to Grades 11 & 12 with successful completion of Level I

Credits: BUHS 16, Sending Schools 4

Year Long, 160 Minutes (2 blocks)

Note: This course is being considered for dual enrollment credit

The Culinary Arts Level II program emphasizes marketing, menu management, food safety, cost control, and team building. Students will study and cook with eggs and dairy products, red meats, poultry, seafood, vegetables, and fruits. Baking skills will be explored through flatbreads, pizza, muffins, southern-style biscuits, cookies, and pies. Concepts in nutrition and building healthy menus will be explored. The class will stress the importance of teamwork and the necessity of kitchen work skills. Students will prepare for and take the Serv-Safe Manager certification exam. The students will use skills gained in the program and the practice needed for an advantage in employment within the hospitality and foodservice professions and entrance into a postsecondary education in the culinary arts.

Completion of this two-year program satisfies a science equivalent.

Prerequisites: Successful completion of Level I program with a 75 or better and instructor recommendation. Students must also have obtained Level I program safety certification.

NOTE

Students in **Culinary Arts** are encouraged to take **WRCC English Composition and/or WRCC Professional Writing and Communications** and **WRCC Algebra II or Essentials of Math for College and Careers**.

Please refer to the English and Mathematics sections below for full course descriptions.

EARLY CHILDHOOD EDUCATION



Program

Students enrolled in the Early Childhood Education Program at WRCC share the desire to make the world a better place for children and families. In the Early Childhood Education Program at the WRCC, students will develop the knowledge, skills, and experience to work effectively with young children age birth to age eight and their families. These skills are based on industry standards and professional competencies in child development, family and community, teaching and learning, health and safety, professionalism, and program organization.

This program is excellent for students interested in the development of children, who enjoy interpersonal communications and working with a variety of people, who care about making a difference for children and families in the community, and who want to gain theoretical background and practical experience in the field of education and early education.

Participants in this program will learn how to practice and model effective communication, use observation strategies, and develop partnerships with children and their families. Hands-on learning experiences enable students to design lessons and activities and build a supportive community of learners. Students will learn strategies to maintain a safe, healthy, and nurturing learning environment in all early learning settings.

This program aims to help students explore early childhood education pathways and demonstrate preparedness for work and continuing study in the early childhood field. **The program provides dual enrollment college credits.**

Early Childhood Education I* - #CCHS1002
Open to Grades 11th and 12th (10th if space available)
***This course is offered for dual enrollment credit**

Credits: BUHS 16, Sending Schools 4
Year Long, 160 Minutes (2 blocks)

During year one of Early Childhood Education, the focus will be on developing a fundamental understanding of early childhood education and preparing for work in the field of Early Childhood. The work of an early childhood educator is creative and intentional. Learning how to support the growth and development of young children through developmentally appropriate play experiences and practices enhances the success of the new early childhood educator. Course content includes designing, implementing, and assessing early childhood environments and creating lesson plans and program materials. Topics include the history of early childhood education, advocacy, family-centered early childhood education, curriculum models, and the development of the self as a professional. During the second semester, students will explore

the young child's development and utilize previously learned content to intentionally support the growth and development of the children. Students are required to participate in fieldwork at local early childhood education programs.

Prerequisite:

- Students need to have completed Algebra I or an approved alternative appropriate to their WRCC pathway. See WRCC counselor regarding approved alternatives.

Recommended reading level: Grade 9

Early Childhood Education II* - #CCHS2002

Open to Grade 11 & 12 with successful completion of Level I

***This course is offered for dual enrollment credit**

Credits: BUHS 16, Sending Schools 4

Year Long, 160 Minutes (2 blocks)

Building on the learning during Early Childhood Education I, in this course students will develop an understanding of the child with diverse abilities. Course content includes: Students will understand the importance of observation and assessment and explore various observation techniques and screening tools. Topics include developmental theories, history, philosophy, legislation, recommended practices for supporting children with diverse abilities, family-centered practice, early intervention, at-risk populations, inclusion, and referrals. The second semester will unite the two years as students develop effective communication and relationship-building skills with colleagues, children, and families. Students will complete a capstone project. After completing the two years of study, students will be prepared to work as assistant teachers in early childhood education classrooms. Students are required to participate in fieldwork at local early childhood education programs.

Completion of this two-year program satisfies a social studies equivalent.

Prerequisite:

Successful completion of Level I (first year) program with a 75 or better and instructor recommendation. Students must also have obtained Level I program safety certification.

NOTE

Students in **Early Childhood Education** are encouraged to take **WRCC English Composition and/or WRCC Professional Writing and Communications and WRCC Algebra II or Essentials of Math for College and Careers**. Please refer to the English and Mathematics sections below for full course descriptions.

ELECTRICAL TECHNOLOGY



Program

Skilled electricians are in high demand in Vermont and nationwide. There are opportunities in residential, commercial, and industrial electrical work in every state in the nation. In Vermont the first step is to complete an apprenticeship program that includes 144 hours of classroom instruction each year and 8,000 hours of on-the-job training culminating in sitting for the Vermont Journeyman's Licensure exam. Students will spend most of their first year learning basic wiring skills and concepts and may complete a small number of apprenticeship hours. Second-year students will complete classroom hours and work toward completing over 500-hour apprenticeship hours.

Electrical Technology I - #CL100651

Open to Grades 11th and 12th (10th if space allows)

**Credits: BUHS 12, Sending Schools 3
Year Long, 120 Minutes Daily**

Note: This course is being considered for dual enrollment credit

Electrical Technology I is designed to provide students the basic theories and concepts of electrical work. This is the first of two courses to complete the Electrical pathway. Students will share classroom and lab time while learning safety, tool use, electrical wiring and systems, and other electrical concepts. Throughout the entire pathway there is a strong emphasis on teamwork, work ethic, critical thinking skill development, and accountability in the workplace, as well as safety, professionalism and very high standards of customer service. The goal is to prepare students for real life situations, and to create a strong foundation of skills and knowledge needed by a highly skilled employee in the electrical industry.

Prerequisite:

- Students need to have completed Algebra I or an approved alternative appropriate to their WRCC pathway. See WRCC counselor regarding approved alternatives.

Recommended reading level: Grade 9

Electrical Technology II - #CL200651

Open to Grades 11 & 12 with successful completion of Level I

Credits: BUHS 16, Sending Schools 4

Year Long, 160 Minutes (2 blocks)

Note: This course is being considered for dual enrollment credit

Electrical II exposes students to more advanced topics, such as electrical codes, telecommunications, residential & commercial wiring and OSHA requirements. This course of study also includes in-depth instruction on power generation and distribution, blueprint reading, photovoltaics and other green energy options.

Completion of this program satisfies a math or science equivalent.

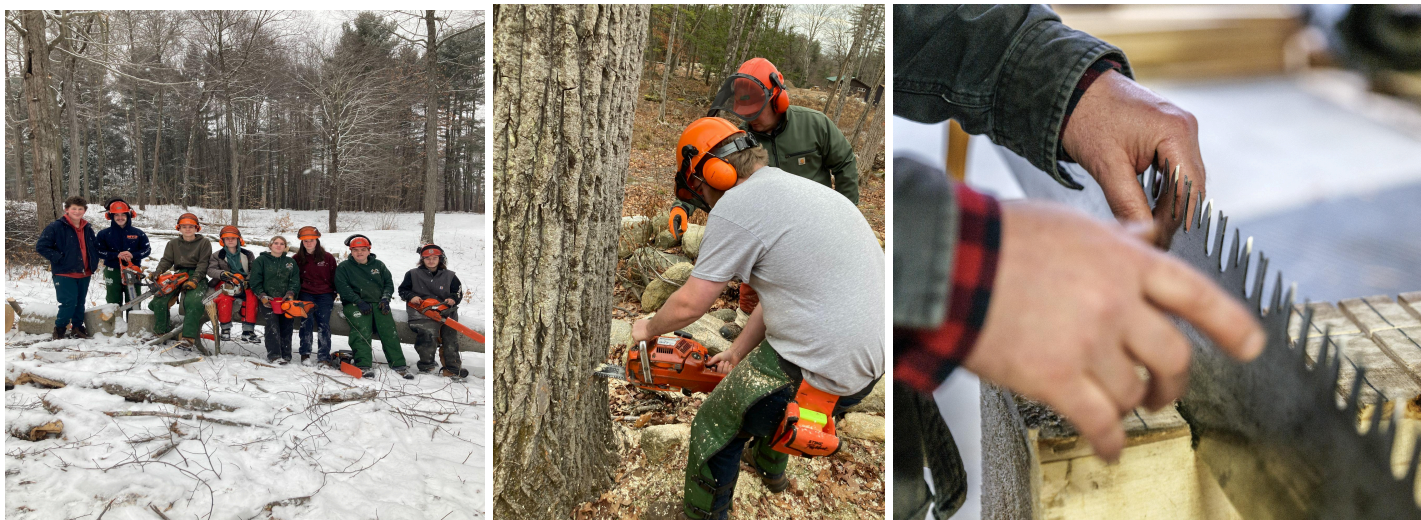
Prerequisite: .

Successful completion of Level I (first year) program with a 75 or better and instructor recommendation and obtain Level I program safety certification.

NOTE

Students in **Electrical Technology** are encouraged to take **WRCC English Composition and/or WRCC Professional Writing and Communications and WRCC Algebra II or Essentials of Math for College and Careers**. Please refer to the English and Mathematics sections below for full course descriptions.

FORESTRY & NATURAL RESOURCES



Program

Forestry & Natural Resources introduces students to forest science and the safe operation of chainsaws, heavy equipment and tree felling. Students will participate in seasonal projects including but not limited to firewood cutting, drainage projects, soil evaluation, Christmas tree farming, and maple sugaring.

Forestry/Natural Resources I* #CCHS0017
Open to Grades 11 and 12th (10th if space allows)
***This course is offered for Dual Enrollment credit:**
Vermont State University-Dendrology-AGR-2130-S03

Credits: BUHS 16, Sending Schools 4
Year Long, 160 Minutes (2 blocks)

This program will introduce students to various forest management practices and skills involved in natural resource careers. This course will focus on proficiencies in several skills that include: Dendrology (tree and leaf identification), map and compass use (orienting), tractor safety and maintenance, basic welding, chainsaw safety, and operation, and an introduction to the Vermont Soils and Land Judging Competition. This course will provide students with the proper vocabulary, understanding, technical knowledge, and physical skills necessary for natural resource careers. Students will also receive First-Aid, CPR, AED, Northeast Woodland Training (Game of Logging) levels 1 and 2 training.

Prerequisites:

- Students need to have completed Algebra I or an approved alternative appropriate to their WRCC pathway. See WRCC counselor regarding approved alternatives.

Recommended: FFA participation

Forestry/Natural Resources II #CL200015**Open to Grades 11 & 12 with successful completion of Level I*****Note: This course is being considered for dual enrollment credit*****Credits: BUHS 12, Sending Schools 3****Year Long, 160 Minutes (2 blocks)**

This is an outside environmental course that will engage students with hands-on project-based learning activities with opportunities for community service projects, field trips, job shadowing, and cooperatives. Focus areas will include subsurface drainage design and construction, sawmill operation, lumber grading, introduction to maple syrup production, skidder safety and operation, timber harvesting, and wildland fire control. Additionally, students will be able to identify indigenous and invasive plants and trees. Students will have the opportunity to participate in the Northeast Woodland Training (Game of Logging Levels 2 and 3) certification program. Students will also have the opportunity to become LEAP (Logger Education to Advance Professionalism.) certified. **Potential students must have successfully completed Level 1 Introduction to Forestry/Natural Resources.**

Completion of this two-year program satisfies a science equivalent.

Prerequisites: Successful completion of Level I program with a 75 or better and instructor recommendation. Students must also have completed Level I program safety certification assessments (OSHA 10)

Recommended: FFA participation

NOTE

Students in **Forestry/Natural Resources** are encouraged to take **WRCC English Composition and/or WRCC Professional Writing and Communications and WRCC Algebra II or Essentials of Math for College and Careers.** Please refer to the English and Mathematics sections below for full course descriptions.

HEALTH CAREERS



Program

Health Careers at the Windham Regional Career Center introduces students to a variety of medical, biomedical, and healthcare occupations. Due to the program's multiple pathways, students are prepared to either pursue healthcare work after high school graduation or additional education at the college level. Many students choose to do both: working part-time in the field while attending college, often with financial help from their employer. Students are encouraged to participate in both the BUHS/WRCC STEM Academy and HOSA, a national organization for students pursuing careers in healthcare.

NOTE: Any student who starts the Health Careers program in their junior year and has previously completed the prerequisites could take all three of the courses. Students are welcome to "step into" any of the below courses but these courses are designed to fulfill the prerequisites of many college level nursing and other healthcare programs.

Completion of any two years of this program satisfies a science credit equivalent.

In order for students to advance from one program to another, unless taking concurrently they must achieve a grade of a 75 or better and obtain a recommendation from the instructor and pass program safety certifications.

Offered during 2024-25 school year

Nutrition/Human Growth & Development* #CCHS7311

Open to Grades 11th and 12th (10th if space allows)

***This course is offered for dual enrollment credit**

Credits: BUHS 12, Sending Schools 3

Year Long, 120 Minutes Daily

The focus of the dual enrollment **Nutrition** portion of the program is to provide sound, relevant background knowledge in the science of human nutrition and to translate the scientific principles of nutrition into applicable concepts of care. This course offers opportunities for the student to identify dietary modifications relating to the development stage of the patient as well as the role of adequate nutrition in maintaining the health of the individual throughout the life-span.

This focus of the additional dual enrollment **Human Growth and Development** portion of the program provides an overview of the physical, intellectual, cognitive, language, social, and emotional development of

human beings from conception to death.. The course emphasizes how heredity and environmental influences impact the development of the person throughout the lifespan.

Prerequisites:

- Students need to have completed Algebra I or an approved alternative appropriate to their WRCC pathway. See WRCC counselor regarding approved alternatives.

Medical Terminology/Licensed Nurse Assistant*-CCHS7304 Credits: BUHS 16, Sending Schools 3
Open to grades 11 & 12 with successful completion of Level I Year Long, 160 Minutes (2 blocks)
***This course is offered for Dual Enrollment credit**

The dual enrollment study of **Medical Terminology** introduces students to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the body as a whole. Utilizing a body systems-approach, the student will define, interpret, and pronounce medical terms relating to structure and function, pathology, diagnosis, clinical procedures, oncology, and pharmacology. In addition to medical terms, common abbreviations applicable to each system will be interpreted

The **Licensed Nurse Assistant Certification** portion of this program provides instruction in the roles and responsibilities of the Nursing Assistant. Body structure and function, infection prevention, nutrition, principles of growth and development, safety in healthcare, home health care, and care of the older person are some of the topics emphasized. Instruction and practice of basic patient care skills required for Nursing Assistants is provided. The student must successfully meet all objectives of the course; pass exams, laboratory skills performance and the clinical experience to be eligible for course completion. At the completion of this certificate, students are eligible to take the Vermont Board of Nursing LNA Licensure Exam.

NOTE: Successful students earning their LNA will be eligible for employment as soon as licensure is obtained. **Very important** - see Policy for Admission, Progression, Completion, and Dismissal regarding LNA licensure [here](#).

Offered during 2025-26 school year.

Anatomy & Physiology* #CCHS7310

Open to Grades 11 & 12

***This course is offered for dual enrollment credit**

**Credits: BUHS 12 Sending Schools 3
Year Long, 120 Minutes Daily**

Necessary life functions and survival needs will be examined, followed by an orientation of the language of anatomy. Thorough analyses of intracellular function, tissue types, the integumentary system, skeletal tissue and the human skeleton, joints, muscle tissue and the muscular system, the fundamentals of nervous tissue and the nervous system

This course is rigorous and geared toward students who are planning to pursue a post-secondary degree in a healthcare, medical field or biomedical engineering.

Prerequisites

- Students need to have completed Algebra I or an approved alternative appropriate to their WRCC pathway. See WRCC counselor regarding approved alternatives. Students must have completed high school biology with a grade of 80 or better, chemistry is strongly recommended.

NOTE

Students in **Health Careers** are encouraged to take **WRCC English Composition and/or WRCC Professional Writing and Communications** and **WRCC Algebra II or Essentials of Math for College and Careers**. Please refer to the English and Mathematics sections below for full course descriptions.

MANUFACTURING



Program

Advanced manufacturing consists of Manufacturing I and Manufacturing II. For students who like to work with their hands and enjoy finding out how things work and how things are made, this is the course for you! Our goal in the manufacturing program is to have our students experience all facets of the manufacturing industry.

Manufacturing I* - #CCHS1062

Open to Grades 11th and 12th (10th if space allows)

*This course is offered for dual enrollment credit

**Credits: BUHS 12, Sending Schools 3
Year Long, 120 Minutes Daily**

Students will be introduced to and have the opportunity to explore machining, welding, sheet metal, 3D printing, CAD/CAM, and CNC programming. Students will also be able to develop their artistic side in our blacksmith shop. Manufacturing I is a project based class where students are encouraged to design and build projects of their choice. Students will have the opportunity to earn college credits in our dual enrollment program along with multiple industry related credentials.

Prerequisites: Students need to have completed Algebra I or an approved alternative appropriate to their WRCC pathway. See WRCC counselor regarding approved alternatives.

Manufacturing II* - #CCHS2062

Open to Grades 11 & 12 with successful completion of Level I

This course is offered for Dual Enrollment credit

**Credits: BUHS 16, Sending Schools 4
Year Long, 160 Minutes(2 blocks)**

Students will be able to focus on the skills they were introduced to in Manufacturing I. Students will have an opportunity in this class to choose a pathway with a focus on their strongest interest in the manufacturing field. Students can focus on a welding/fabrication pathway, an advanced manufacturing pathway or a combination of

the two. Students will also have the opportunity to earn welding certifications in the welding shop and learn advanced skills in blacksmithing. In the Advanced Manufacturing II pathway, students will be able to earn a certification in Solidworks design software. Like Manufacturing I, Manufacturing II is centered around project based learning with a focus on hands-on skills, making it a perfect fit for independent and hands-on learners. This course also offers dual college credits.

Completion of this two-year program satisfies a math or science equivalent.

Prerequisites: Successful completion of Level I (first year) program with a 75 or better or WRCC administrative approval.

NOTE: Students in **Manufacturing** are encouraged to take **WRCC English Composition and/or WRCC Professional Writing and Communications** and **WRCC Algebra II or Essentials of Math for College and Careers**. Please refer to the English and Mathematics sections below for full course descriptions.

Protective Service-Criminal Justice



Criminal Justice I* #CCHS0702

Open to Grades 11 and 12th (10th if space allows)

Note: This course is being considered for dual enrollment credit

Credits: BUHS 12, Sending Schools 3

Year Long, 120 Minutes Daily

This program is designed for students considering a career pathway in the criminal justice (CJ) field. It offers a wide variety of experiences and exposure to many exciting professions. These include law enforcement, corrections, criminal investigations, forensic investigator, traffic accident investigator, and criminal court attorney. This course will give a sampling of a full criminal justice program allowing the student to decide which career paths they may wish to pursue and an opportunity for earning college credits through dual enrollment. Numerous guest speakers and off-site visits will provide an interesting introduction to unique subjects and exposure to real life experiences. Students wishing to enter the CJ field will learn how to develop an affordable career plan and how to best market themselves. Students will complete industry recognized credentials through FEMA and other accredited training.

The following soft skills will be highlighted in this program: Situational Awareness, Tactical Communication, Time Management, Active Listening & Learning, Critical Thinking and Decision Making, Planning & Organization.

Prerequisites: Students need to have completed Algebra I or an approved alternative appropriate to their WRCC pathway. See WRCC counselor regarding approved alternatives.

Criminal Justice II* - #CCHS0703

Credits: BUHS 16, Sending Schools 4

Open to Grades 11 & 12 with successful completion of Level I Year Long, 160 Minutes (2 blocks)

Note: This course is being considered for dual enrollment credit.

This program is the second year of the Criminal Justice Program for students. It offers students a more focused and in-depth experience and exposure to many exciting fields of study. These include introduction to criminology, criminal & behavioral profiling, justice, crime, and ethics, forensics and crime scene investigations, and the juvenile justice system. This course will give a sampling of a full criminal justice program allowing the student to decide which career paths they may wish to pursue and an opportunity for earning college credits through dual enrollment. Students will complete industry recognized credentials through FEMA. Numerous guest speakers and off-site visits will provide an interesting introduction to unique subjects and exposure to real life experiences. Students will also explore how to pursue placement at the police academy.

The following soft skills will be highlighted in this program: Situational Awareness, Tactical Communication, Time Management, Active Listening & Learning, Critical Thinking and Decision Making, Planning & Organization.

ENGLISH

Students must be co-enrolled in a career center program.

WRCC English Comp * #CCHS 105

Credits: BUHS 4 Sending Schools 1

Open to Grades: 11-12

Semester (English credit)

Open to Sophomores with Administrative Approval

***This course offers dual enrollment college credit**

In this course, students learn to write clearly and effectively for defined audiences through a variety of writing strategies, behaviors, habits, and attitudes. Emphasis is on the writing process from pre writing through drafting, revising, and editing. Students gain confidence through learning basic writing principles of effective expository composition and the application of these principles in writing essays and documented papers. Resources for this class may include texts, Library and electronic resources, and personal experiences.

Prerequisite: Successful completion of English II or a comparable sophomore-level English course per instructor and director approval.

Professional Writing and Communication* #CCHS2216

Credits: BUHS 4 Sending Schools 1

Open to Grades: 11-12

Semester (English credit)

Open to Sophomores with Administrative Approval

***This course offers dual enrollment college credit**

Applying principles used in business and industry, this course prepares students to use a variety of written and oral communication styles within the professional community. Students will create and analyze workplace documents to include resumes, memos, instructions, reports and proposals as well as create visual presentations using appropriate software applications. Students will also practice interviewing and engaging in peer conferencing and feedback for the purpose of constructive improvement and revision. Students will read a selection of short stories and one novel and complete written works in response to those readings.

Prerequisite: Successful completion of English II or a comparable sophomore-level English course per instructor and director approval.

MATHEMATICS

Students must be co-enrolled in a career center program.

WRCC Mathematics classes employ a hands-on interactive, workplace-centered approach to teaching concepts. The math curriculum is designed to prepare students for more advanced high school classes, for college level mathematics and for the workplace. These courses fulfill high school math requirements.

WRCC Algebra II #CM007822

Open to grades 11-12 (current or completion track students)

Credits: BUHS 4 Sending Schools 1 Semester

This course helps diverse learners' master algebraic and geometric concepts that are essential for success in today's high-tech workplace. Students will be engaged in mathematics comparable to rigorous Algebra 2 concepts.

Prerequisites: Grade of 70 or higher in Algebra 1, Geometry in Construction/Geometry, or Teacher Recommendation

Essential Math for College & Careers #CM007824

Open to grades: 11-12 (current or completion track students)

Credits: BUHS 4 Sending Schools 1 Semester

This course is designed to allow students to achieve college and career readiness before leaving high school. EMC2 is a project-tasks class intended to improve student proficiency in critical math content and practices. Essential concepts, such as quantitative reasoning, inequalities, functions, and data analysis are discovered through student-led tasks, rather than simply memorizing algorithms. The Vermont State College System (VSCS) has agreed that successful completion of this course will qualify students to enroll in credit-bearing college math at any VSCS school.

Prerequisite: Grade of 70 or higher in Algebra 2 or teacher recommendation

ACADEMIC SUPPORT

WRCC Academic Support

The Windham Regional Career Center provides academic educational support services for out-of-district sending school students who are on Individual Education Plans or who would benefit from additional academic supports. Students may also receive support in the areas of study skills, organizational skills, career development, and coordination with other service providers. While students will receive academic support they will not receive tutoring or services that focus on past individual programs.

Technical centers shall provide accommodations and other services required by special populations students to successfully complete their technical education program. The Special Populations Teacher shall support instructors in carrying out the accommodations, interpret the results of academic and vocational assessments, and design remedial academic exercises. In addition to meetings and record-keeping, student services shall also include reinforcing employability skills and supervising services for students whose native language is other than English.

This means that the Special Populations Teacher/Special Needs Coordinator supports our instructors in providing IEP/504 accommodations and identifying supports that allow students to access the program or pathway expectations and/or requirements. When appropriate the Special Populations Teacher can work with students to review prior knowledge and pre-teach skills, but cannot offer core instruction for credit (i.e. these services cannot be used to meet the requirements of an English Class).

- **All students, parents(s), and a Local Educational Agency Representative or designee (guidance counselor, case manager, or administrator) from the sending school are required to participate in a transition meeting with WRCC staff to review the requirements of the program the student has been approved for and to determine what, if any, additional supports the student might need. In the case of a student with either a 504 or an Individual Education Plan, this meeting must be noticed as a 504 or IEP meeting so that the team can determine if the student's plan needs to be amended to meet their needs at WRCC.**

Work-Based Learning (WBL)

Work-based learning is an educational experience that offers students an opportunity to reinforce their learning, explore career fields, and demonstrate program skills in their chosen career cluster. Through WBL opportunities, the student's career center program becomes more relevant, rigorous, and rewarding for students, local businesses, and industry partners. There are three options offered for the Work-based learning experience at the Windham Regional Career Center; Job Shadowing, Career Work Experience, and Cooperative Technical Education. The Work-based Learning Coordinator and the program instructor collaborate with eligible students to investigate an appropriate work placement and develop goals for the work experience. Students interested in undertaking a WBL experience may speak with their program instructor, WRCC Counselor, or Work-based Learning Coordinator for further information. Work-based learning experiences may be available for high school credit.

Work-based learning sites include Brattleboro Police Department, Brattleboro Memorial Hospital, A.L. Tyler and Sons, Twin State Truck Service, Rescue Inc., Oak Grove School, Vernon Elementary School, Physical Therapy Services of Brattleboro, Whetstone Station Restaurant, WTSA Radio, Tayne Rancourt Excavating, Cocoplum Appliances, and G.S. Precision.

Prerequisites: Students seeking a Work-based Learning placement will be currently enrolled in a WRCC program, at least 16 years of age, have the recommendation of their program instructor, a completed resume, and the ability to participate successfully in a job interview.

DUAL ENROLLMENT PROGRAMS “WINDHAM REGIONAL COLLEGIATE HIGH SCHOOL”

Earn high school & college credit attending classes scheduled during the regular school day.

OUR VISION: All Brattleboro Union High School and Windham Regional Career Center students will understand the benefits of, and actively engage in, dual enrollment courses to help them reach their individual career and college goals.

OUR MISSION:

- To provide a supportive, equitable learning environment that encourages all students to engage in dual enrollment courses.
- To promote the benefits to students for dual enrollment completion toward:
 - Early Start on College Degrees and Certificates
 - Entrance and Advancement into Military Specialities
 - Stronger Employment and Career Opportunities
- To remove financial and academic barriers for accessing college credit.
- To develop partnerships with parents, businesses, higher education institutions and government organizations to provide greater resources for all students.

DUAL ENROLLMENT (DE) COURSE DESIGNATIONS:

The Vermont Agency of Education (AOE) has established a number of programs through which Vermont high school students can earn both high school and college credit for certain courses they take while in high school. These “**Dual Enrollment**” (DE) courses can be completed on the BUHS campus, in the Windham Regional Career Center (WRCC) or through courses offered directly by a qualified Vermont Partner College- either in-person or online. For a list of eligible AOE Partner Colleges please visit: <https://education.vermont.gov/dual-enrollment>

- “**Concurrent**” DE courses are **courses taught at BUHS** by BUHS faculty. They are designated in the Programs of Study and on BUHS transcripts with **an *** after the course title.
- “**Fast Forward**” DE courses are **courses taught at WRCC** by WRCC faculty. They are also **designated with an *** in the program of studies and on student transcripts.
- **Courses taught** by College Faculty **at the Partner College**, either **online** or **on the college campus** are entitled, simply, **Dual Enrollment** courses. These courses are **designated by a + symbol** in the program of studies and on student transcripts.

DUAL ENROLLMENT (DE) COLLEGE REGISTRATION POLICIES and REQUIREMENTS

Dual Enrollment courses, with rare exception, require the same amount of in-class and out-of-class work of students who take the course for college credit and those who do not. Therefore, all **students are expected to take DE courses for college credit**. Exceptions to this policy can be approved by the dual enrollment coordinator in consultation with the course instructor.

In order to earn dual enrollment credit, students must **complete the partner college registration process**. Each college has its own registration requirements and deadlines. Once deadlines have passed you cannot go back and register for college credit. DE course instructors and the dual enrollment coordinator will assist students in completing registration forms in a timely manner.

All BUHS and WRCC students who have attained a **2.0 G.P.A. in their previous two (2) semesters** are eligible to register for dual credit courses. For those who do not meet this benchmark, some colleges offer registration opportunities through assessment tests of college readiness. Additionally, some courses have previous class attendance requirements.

VT voucher, scholarship application or payment plans are required at the time of registration. (See College Fees and Payment Options below)

COLLEGE TRANSCRIPTS: BUHS and WRCC cannot grant college credit. Only the dual enrollment partnering college can award college credits. Students need to order any necessary college transcripts directly from the college offering course credit via the college’s transcript request process.

COLLEGE FEES and PAYMENT OPTIONS:

- The student fee for **Concurrent (offered at BUHS) Dual Enrollment** course is capped at \$100.

- Students can use a Vermont State voucher, pay \$100, or request a full or partial dual enrollment scholarship to cover this fee.
- There are currently no student fees for Dual Enrollment/Fast Forward courses offered at WRCC.
- Courses taught directly by Partner Colleges, either online or on a college campus, are not capped at \$100, and are billed to the student at the full College Tuition rate by the partner colleges.
 - Students can use Vermont State Vouchers to cover the tuition for these courses.
 - Courses taught directly by a partner college are not eligible for DE scholarships.
- **VERMONT STATE VOUCHERS -**
 - Vouchers can cover the tuition for **two (2)** dual enrollment courses - **either concurrent DE or courses taught directly by Partner Colleges.**
 - Vouchers can be used anytime **after completing the sophomore year** of high school, but **prior to high school graduation.**
 - **PLAN CAREFULLY!!** It is most cost effective to use a voucher to cover a course taken directly through a college, if you are planning to do so. Please talk with your high school counselor or the Dual Enrollment Coordinator to plan the use of your vouchers.
- **SCHOLARSHIPS:**
 - **WRCHS Full or Partial Scholarships** - are available for income eligible students who wish to take more than two Dual Enrollment courses and have used both vouchers, or who are not yet voucher eligible (9th and 10th grade students.) They can also be for income ineligible students who wish to “save” a voucher for future semester courses taught directly by a college or to cover the \$100 for non-Vermont Concurrent DE Courses. (RVCC and SNHU)
 - WRCHS scholarships can be applied toward the **\$100 for Concurrent DE courses only.** They **cannot be used to cover online or on campus college courses.**
 - Scholarships are **available to students in all grade levels - 9th through 12th.**
- **DIRECT PAYMENT**
 - Students, who are able to do so, can make the \$100 college tuition payment during course registration for SNHU or VTSU, or by check made payable to Windham Collegiate High School (WRCHS) during or after the course registration process, but prior to graduation.
- **FAST FORWARD TICKETS FOR CAREER CENTER COURSES:**
 - **Fast Forward Tickets** are applied to **cover dual enrollment Windham Regional Career Center** courses through approved Vermont Colleges.
 - Students can use **two (2) Fast Forward Tickets per semester - 4 per academic year.**
 - Fast Forward Tickets **cannot be used** to cover courses taught through **non-Vermont colleges.**
 - The Dual Enrollment Program absorbs the tuition fees for these courses, and we may ask income eligible students to complete a college institutional scholarship to help reduce the fees charged to our program.
 - Fast Forward Tickets are available to students in their **sophomore, junior and senior years** of high school.

ALL VERMONT AOE PARTNER COLLEGES OFFER DUAL ENROLLMENT COURSES THAT CAN BE TAKEN ONLINE OR ON THEIR COLLEGE CAMPUSES.

For a list of eligible AOE Partner Colleges please visit: <https://education.vermont.gov/dual-enrollment>

**2024-25 LIST of CONCURRENT (BUHS)
AND FAST FORWARD (WRCC) DUAL ENROLLMENT COURSES**

(Dual Enrollment course prerequisites are listed in Program of Studies course descriptions.)

CONCURRENT (TAUGHT AT BUHS or WRCC) DUAL ENROLLMENT COLLEGE PARTNERS

- COMMUNITY COLLEGE OF VERMONT (CCV)
- NORWICH UNIVERSITY (NU)
- RIVER VALLEY COMMUNITY COLLEGE (RVCC)
- SOUTHERN NEW HAMPSHIRE UNIVERSITY (SNHU)
- VERMONT STATE UNIVERSITY (VTSU) - CASTLETON, JOHNSON, LYNDON, RANDOLPH & WILLISTON

BUHS/WRCC COURSE NAME	COLLEGE	SITE
BUSINESS		
BUSINESS MANAGEMENT 1		
-Principles of Management	CCV	WRCC
-Intro to Business	CCV	WRCC
BUSINESS MANAGEMENT 2		
-Principles of Marketing	CCV	WRCC
-Intro to Digital Marketing	CCV	WRCC
EARLY CHILDHOOD EDUCATION		
EARLY CHILDHOOD EDUCATION 1		
-Introduction to Early Childhood Education	CCV	WRCC
-Child Development	CCV	WRCC
EARLY CHILDHOOD EDUCATION 2		
-Supporting Young Children w/Diverse Abilities	CCV	WRCC
-Communication in the ECE/Afterschool Workplace	CCV	WRCC
ENGLISH		
ADVANCED LITERATURE (previously "Good, Evil & Power")	SNHU	BUHS
CHILDREN'S LITERATURE	Norwich	BUHS
PROFESSIONAL WRITING and COMMUNICATIONS	RVCC	WRCC
WRCC COLLEGE COMPOSITION	RVCC	WRCC
MODERN LANGUAGES		
ADVANCED CHINESE 1&2	Norwich	BUHS
ADVANCED FRENCH 1&2	Norwich	BUHS
ADVANCED GERMAN 1&2	Norwich	BUHS
ADVANCED SPANISH 1&2	Norwich	BUHS
INTERMEDIATE CHINESE 1&2	Norwich	BUHS
INTERMEDIATE FRENCH 1&2	Norwich	BUHS
INTERMEDIATE GERMAN 1&2	Norwich	BUHS
INTERMEDIATE SPANISH 1&2	Norwich	BUHS
MATHEMATICS		
ACCELERATED ALGEBRA II	VTSU	BUHS
STATISTICS	VTSU	BUHS
SCIENCE		
ANATOMY & PHYSIOLOGY 1	VTSU	WRCC
AVIATION 1 (Proposed for SY 24-25)	TBA	WRCC
ENVIRONMENTAL SCIENCE & POLICY	RVCC	BUHS

BUHS/WRCC COURSE NAME	COLLEGE	SITE
FORESTRY & NATURAL RESOURCES 1		
-Dendrology (Proposed for SY 24-25)	VTSU	WRCC
-Burls and Boards (Proposed for SY 24-25)	VTSU	WRCC
HUMAN GROWTH & DEVELOPMENT	VTSU	WRCC
MEDICAL TERMINOLOGY	CCV	WRCC
NUTRITION	VTSU	WRCC
MANUFACTURING 1		
-G&M Coding	RVCC	WRCC
-Intro to Inspection	RVCC	WRCC
-Machining Processes 1	RVCC	WRCC
MANUFACTURING 2		
-Machining Processes 2	RVCC	WRCC
SOCIAL SCIENCE		
CRIMINAL JUSTICE 1		
-Intro to Criminal Justice	CCV	WRCC
-Law Enforcement in America	CCV	WRCC
CRIMINAL JUSTICE 2		
-Criminology (Proposed for SY 24-25)		
-Forensics/Crime Scene Investigation (Proposed for SY 24-25)		
ECONOMICS	RVCC	BUHS
GENOCIDE AND HOLOCAUST	CCV	BUHS
LAW AND AMERICAN SOCIETY	RVCC	BUHS
MENTORING and LEADERSHIP	Norwich	BUHS
SOCIAL STUDIES SEMINAR (not proposed for 24-25)		BUHS
VISUAL AND PERFORMING ARTS		
ADV. STUDIO ART	Norwich	BUHS
CERAMICS II	CCV	BUHS
CERAMICS III	CCV	BUHS
COMPUTER GRAPHIC DESIGN II	RVCC	BUHS
PHOTOGRAPHY II	CCV	BUHS
PHOTOGRAPHY III	CCV	BUHS
SCULPTURE II (Proposed for Spring '24)	Norwich	BUHS
STUDIO ARTS 2: PAINTING	Norwich	BUHS

The list of dual credit courses and Partnering Colleges updates annually and some courses are not offered every year. (This list was last updated on 1/10/2024)

For more information regarding Dual Enrollment: Please contact Rhonda Winegarner, Dual Enrollment Coordinator, by phone or email at 802-451-3912 or rwinegarner@wsesdvt.org

2024-25 LIST of FAST FORWARD (WRCC) DUAL ENROLLMENT COURSES

NOTE: See BUHS Program of Studies for Complete List of Dual Enrollment Concurrent Classes Taught at BUHS.

SPECIAL NOTE: All Dual Enrollment Courses at the Windham Regional Career Center are taught by instructors who have been approved as adjunct faculty by the partnering colleges. Dual enrollment classes are traditionally scheduled during the regular school day.

****Course descriptions for each class have the prerequisites listed in the BUHS and WRCC Program of Studies.**

PATHWAY BUHS or WRCC Course Name	COLLEGE	SITE
ALL PATHWAYS		
WRCC ENGLISH COMPOSITION	RVCC	WRCC
WRCC PROFESSIONAL WRITING and COMMUNICATIONS	RVCC	WRCC
BUSINESS PATHWAY		
BUSINESS MANAGEMENT 1	CCV	WRCC
BUSINESS MANAGEMENT 2	CCV	WRCC
EARLY CHILDHOOD EDUCATION PATHWAY		
EARLY CHILDHOOD EDUCATION 1	CCV	WRCC
EARLY CHILDHOOD EDUCATION 2	RVCC	WRCC
FORESTRY, ENVIRONMENTAL SCIENCE & NATURAL RESOURCES		
FORESTRY & NATURAL RESOURCES 1	VTC	WRCC
HEALTH & BIOMEDICAL PATHWAY		
ANATOMY & PHYSIOLOGY	VTC	WRCC
HUMAN GROWTH AND DEVELOPMENT	VTC	WRCC
MEDICAL TERMINOLOGY	CCV	WRCC
NUTRITION	VTC	WRCC
PROTECTIVE SERVICES PATHWAY		
CRIMINAL JUSTICE 1 (Proposed for SY 23-24)	TBD	WRCC
CRIMINAL JUSTICE 2 (Proposed for SY 23-24)	TBD	WRCC
SCIENCE TECHNOLOGY ENGINEERING MATHEMATICS PATHWAY		
AVIATION 1 (Proposed for SY 23-24)	VTC	WRCC
MANUFACTURING1	RVCC	WRCC
MANUFACTURING 2 (Proposed for SY 23-24)	RVCC	WRCC

- The list of dual credit courses and Partnering Colleges updates annually and some courses are not offered every year. (This list was last updated on 1/5/2023)

For more information regarding Dual Enrollment: Please contact Rhonda Winegarner, Dual Enrollment Coordinator, by phone or email at 802-451-3912 or rwinegarner@wsesdvt.org or work with your high school counselor to enroll in these course

CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSO'S)

WRCC sponsors a number of organizations and activities that provide WRCC students with opportunities to build upon and practice both knowledge and skills acquired in technical programs.

Future Business Leaders of America (FBLA)

Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) is the largest career student organization in the world. Each year, FBLA-PBL helps over 230,000 members prepare for careers in business. FBLA-PBL's National Awards Program, commonly called competitive events, recognizes and rewards excellence in a broad range of business and career-related areas. Through state-based competition at the spring State Leadership Conferences, members compete in events that test their business knowledge and skills. Top winners in each state are eligible to compete for honors at the National Leadership Conference each summer.

Future Health Professionals (HOSA)

(formerly known as Health Occupations Students of America)

HOSA is a national career and technical student organization endorsed by the U.S. Department of Education and the Health Science Technology Education Division of ACTE.

National FFA Organization

(formerly known as Future Farmers of America)

FFA is dedicated to making a positive difference in the lives of students by developing their potential for leadership, personal growth, and career success through agricultural education. FFA is an integral, intra-curricular part of the agricultural education program, providing leadership training to supplement classroom education and hands-on career exploration.

SkillsUSA

The goal of SkillsUSA is to develop employability, participatory, and quality skills to complement the occupational skills developed by students in trade and technical education classrooms or work-based learning sites. SkillsUSA programs and activities help members develop public-speaking skills, conduct and participate in meetings, manage financial matters, strengthen problem-solving abilities, and assume civic responsibilities. Students participate in state, national, and international skill competitions each year. The organization's 250,000 nationwide members strive to become world-class workers and responsible American citizens in the trade, industrial, technical, and health occupations.

National Technical Honor Society (NTHS)

NTHS members are selected based on academic and technical excellence, leadership, and community service. NTHS members organize center-wide activities to promote a sense of community to all WRCC students.