

COMPREHENSIVE
PROGRAM OF STUDIES
2008-2009

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English

A student is required to take English each year at Keefe. English classes meet five times per week in the student's academic week. Freshmen classes meet one period every day. The curriculum combines traditional academic materials that address the Massachusetts Curriculum Frameworks with integrated vocational materials in order to provide students with the practical experience necessary to succeed in a competitive work force. All courses require standards based assessments by term and final exams. All courses require out-of-class reading.

Honors English 9 (1093)

The Honors Level English curriculum mirrors the college preparatory curriculum. In addition to more intensified assignments, students at this level are expected to be able to work more independently, participate in a faster paced program, contribute to class discussions using higher level thinking skills, and be intrinsically motivated to learn. Enrichment topics are added as time permits.

C.P.English 9 (1091)

College Preparatory English 9 requires numerous in-depth reading and writing assignments that address the language, reading and literature, composition and media strands as well as the general standards set forth in the Massachusetts Curriculum Frameworks. In addition, students will refine strategies necessary for acquiring academic knowledge and attaining independence in learning. Assignments focus on analyzing and interpreting literature from a variety of genres. Unit activities are designed to promote integration of vocational/technical reading and writing skills including: letter and memo writing, oral presentation and technical vocabulary.

English 9 (1092)

English 9 is designed to help students develop and/or refine their reading, writing, speaking and listening skills through units that address the language, reading and literature, composition and media strands as well as the general standards set forth in the Massachusetts Curriculum Frameworks. Assignments will focus on analyzing and interpreting literature from a variety of genres including: short stories, poetry, mythology, drama, non-fiction and fiction. In addition, a foundation in the skills of expository, analytical and career related writing will be developed. Through editing and proofreading, students will focus on such areas as syntax, spelling, vocabulary, punctuation and capitalizations skills.

C.P.Literature 10 (1109)

This college preparatory course is structured as a survey of major literary genres: the novel, the short story, drama, poetry and non-fiction. Emphasis is placed on reading and writing assignments that prepare students to meet college expectations, such as note-taking and answering extended essay questions. Units adhere to the language, reading and literature, composition and media strands as well as to the general standards set forth in the Massachusetts Curriculum Frameworks.

Literature 10 (1110)

This non-college preparatory course is structured to help students develop, extend and improve their communication competency. Students will analyze language patterns, diction and word choices as they continue to develop language arts skills. Readings cover the major literary genres: the novel, the short story, drama, poetry and non-fiction and address the language, reading and literature, composition and media strands as well as the general standards set forth in the Massachusetts Curriculum Frameworks. In addition, unit activities are designed to promote integration of vocational/technical reading and writing skills including: persuasive, descriptive and autobiographical essays, oral presentations and technical vocabulary.

C.P.Writing (1107)

This college preparatory course is structured to help students improve and/or refine their skills in writing, grammar and mechanics and syntax. Assignments will align with and adhere to the composition and language strands and standards of the Massachusetts Curriculum Frameworks. Attention will be given to open response and extending compositions/essays beyond the five-paragraph organization and structure. Students will continue to develop their skills in using Standard English to produce clean, concise and organized compositions. Creative writing assignments will be designed to teach students the skills required to write short stories and poetry. In addition, students will complete the sophomore writing component of the Senior Project.

Writing 10 (1108)

This non-college preparatory course is structured to help students improve and/or develop their skills in writing, grammar and mechanics and syntax. Assignments will align with and adhere to the composition and language strands and standards of

the Massachusetts Curriculum Frameworks. Attention will focus on open response and the five-paragraph essay organization and structure. Students will continue to develop their skills in using Standard English to produce clear, concise and organized compositions. In addition, students will complete the sophomore writing component of the Senior Project.

C.P.English 11 (1111)

This college preparatory course is structured as a survey of American literature ranging from the Puritan Age to the Modern Age. Students will be required to write various types of essays and/or compositions that are designed to refine and/or improve their skills; some assignments require that students demonstrate an understanding of societal and literary concepts of the period's studies. A research paper is also required. Units adhere to the language, reading and literature, composition and media strands as well as the general standards set forth in the Massachusetts Curriculum Frameworks.

English 11 (1112)

English 11 is designed to help students continue to improve and refine their reading, writing, speaking, and listening skills, through units that address the language, reading and literature, composition and media strands as well as the general standards set forth in the Massachusetts Curriculum Frameworks. Assignments will focus on analyzing and interpreting literature from a variety of genres including: short stories and novels, poetry and drama. Also, students will write creative, technical and analytical compositions/essays. Through editing and proofreading, students will focus on such areas as syntax, spelling, vocabulary, punctuation and capitalization skills.

C.P.English 12 (1121)

This college preparatory course is structured as a survey of British literature ranging from the Anglo-Saxon Period to the Modern Age; some works of world literature are also incorporated. Students will be required to write various types of essays and/or compositions that are designed to refine and/or improve their skills; some assignments require that students demonstrate an understanding of societal and literary concepts of the period's studies. Research papers are required. Units adhere to the language, reading and literature, composition and media strands as well as the general standards set forth in the Massachusetts Curriculum Frameworks.

English 12 (1123)

This non-college preparatory course provides students an opportunity to improve and/or refine their reading and writing skills. Technical vocabulary and relevant, practical writing assignments that benefit students as they prepare to enter the work force are emphasized. In addition, units address the language, reading and literature, composition and media strands as well as the general standards set forth in the Massachusetts Curriculum Frameworks.

Foreign Language

C.P.Spanish I (1881)

Grade: 10, 11, 12

Spanish I is designed for students who wish to apply to colleges that have a foreign language entrance requirement. The course is a combination of “grammar” based and “communication” based programs that integrate material applicable to the world of work. In addition to vocabulary and grammar exercises, students also have ample opportunity to practice speaking Spanish through dialogues and question and answer exercises. A limited introduction is given to Spanish and Latin American cultures. This course adheres to standards set forth in the Massachusetts Curriculum Frameworks.

C.P.Spanish II (1882)

Grade: 11, 12

Prerequisite: Spanish I

Spanish II, a continuation of Spanish I, is designed for students who wish to apply to colleges that have a foreign language entrance requirement. The review material is expanded and enhanced. Also, emphasis is placed on students increasing their vocabulary, grammar, writing, speaking and listening skills. As in Spanish I, consideration is given to the study of Spanish and Latin American culture and histories. This course adheres to standards set forth in the Massachusetts Curriculum Frameworks.

C.P.Español Para Los Hispanos (1883)

Grade 11

This course is designed for the native Spanish speaker who needs to meet the state college foreign language requirement. The course will help students to gain insight into their rich cultural heritage and will help to give them a sense of the geography and civilization of the Hispanic world. Varied exercises will sharpen comprehension, vocabulary, writing, speaking and listening skills. This course adheres to standards set forth in the Massachusetts Curriculum Frameworks.

C.P.Español Para Los Hispanos II (1884)

Grade 12

Prerequisite: 1883

This course is a continuation of (1883) and is designed for the college prep native Spanish speaking student. The course is a combination of grammar and communication based programs. In addition to vocabulary and grammar exercises, speaking and listening skills will be developed. This course adheres to standards set forth in the Massachusetts Curriculum Frameworks.

Mathematics

The mathematics curriculum is structured to best address the broad needs of students. All courses are designed for students who learn best in an applied approach. The department advances five major goals for students:

1. *Learn to value mathematics as a tool to explore relationships between mathematics and the many disciplines it serves,*
2. *Gain confidence in using mathematical power to make sense of new problem situations and the world we live in,*
3. *Develop ability in solving problem situations independently and in a cooperative group setting,*
4. *Given opportunities to read, write and discuss ideas, use the signs, symbols and terms of mathematics, and*
5. *Gather evidence, make conjectures, develop and support rationale using mathematical reasoning.*

Students are required to complete successfully the objectives of four (4) courses of mathematics. Aspects of mathematics that emphasize real-life situations are integrated regularly throughout all the mathematics courses. All courses address the goals and objectives of the Massachusetts Curriculum Frameworks.

For students intent on post-secondary education, a minimum recommendation would be the successful completion of Algebra One, Geometry, Algebra Two and Advanced Algebra & Trigonometry. Over the years, many college-bound Keefe Technical students have completed a six-course progression adding both Statistics and Pre-Calculus.

The need for technological proficiency is recognized at all levels and in all courses. Students are encouraged and trained to use basic calculators to speed arithmetic calculations, scientific calculators for advanced analysis, and graphing calculators to explore relationships and concepts, visualize solutions and promote hypothetical modeling of real-life situations. Additional methods utilizing computer software for exploration and analysis are also employed in all courses.

A student's future vocational and academic goals, prior performance and aptitude are all good indicators for course selection. Students and parents should discuss the many possible electives with guidance counselors and current mathematics instructors. The Keefe Tech mathematics and guidance departments provide appropriate assessment on a regular basis and by special request. All courses require standards based assessments by term or unit and final exams.

C.P.Algebra I (2091)

Grade 9

Algebra I is an introductory course where students learn variable notation, operations, manipulations, functional notation, polynomial operations, linear functions and modeling. Students also engage in the development of components to and the applications of quadratic equations and models. the course concludes with an introduction to probability and statistics. Throughout the year, students complete several project-based learning assignments to clarify and reinforce course work. Students are introduced to, and regularly use, graphing calculators as a tool to facilitate visual representation of various mathematical models. This course is appropriate and necessary as preparation for the Massachusetts Comprehensive Assessment System exam.

Honors Math (2092)

Grade 9

Honors Math reviews, extends, and builds upon topics of Algebra with an emphasis on analytical thinking. Topics include: functions, radicals, coordinate geometry, systems of equations, matrices, determinants, conic sections, introduction to complex numbers, rational expressions, exponential and logarithmic functions, and trigonometry. Topics are studied in greater depth, and enrichment topics are added as time permits. The focus of the course is supported with the extensive use of graphing calculators.

C.P.Algebra One (2101)

Grades 10, 11, 12

This course is the upper class equivalent of freshman Algebra.

C.P.Geometry (2111)

Grades 10, 11, 12

This college preparatory course offering allows time to develop deductive reasoning. The major focus, however, is to provide students with many more opportunities to transfer and apply ideas from algebra to geometry. The hands-on, investigative approach enables students to better discover properties, individually and cooperatively. Emphasis is placed upon the connected concepts in algebra, geometry and trigonometry useful for further career technical study.

C.P.Algebra Two (2102)

Prerequisite: Successful completion of Algebra I

Grade: 11, 12

Building upon an understanding of number systems and basic algebraic manipulations, students move through mastery of linear functions and non-linear phenomena. Throughout the year, students are engaged in individual and cooperative investigations and experiments demanding data collection and analysis. Using graphing calculators, the work is focused on the development of best-fit mathematical models that may be linear, quadratic, exponential, logarithmic, rational, radical, or periodic in nature.

C.P.Advanced Algebra and Trigonometry (2114)

Prerequisite: Successful completion of Algebra II and C.P.Geometry

Grade: 10, 11 or 12

This course represents the completion of a basic college preparatory sequence. Algebra and geometry are woven together with topics from logical reasoning, measurement, statistics, trigonometry and discrete mathematics. Linear and non-linear functions are regularly investigated through concrete experiments. The collection and analysis of real-life data with follow-up integration requires students to connect the major topics studied in algebra and geometry. Graphing calculators and computers are used regularly to enable modeling and validation of links between observed and abstract concepts.

C.P.Statistics (2122)

Grade 10, 11 or 12

Statistics is the scientific tool for describing the world in which we live. In many ways, it is formalized commonsense, requiring the use of many mathematical formulas and, occasionally, an algebraic equation. Statistics is a vital part of everyday life - necessary for starting a business, planning for your financial future, or simply understanding the daily news. It appears in all facets of life from opinion polls to economic reports to the latest in health research. Knowledge of statistics is crucial to success in the modern world. The course will begin with a broad overview, hinging ideas on hands-on, everyday life applications. Simple examples will be built upon to develop a step-by-step understanding, which can then be applied to more complex studies. Computations will be employed utilizing graphing calculators, computer spreadsheets and specialized software. Throughout the entire course, the primary focus will be on case studies and projects. Readings, written reports and cooperative work are significant components of this elective.

C.P. Pre-Calculus (2124)

Prerequisite: Successful completion of Advanced Algebra

This course provides preparation for both the rigor and learning standards of a freshman collegiate mathematics elective. Standard pre-calculus topics are presented along with gaining knowledge of discrete mathematics and data analysis.

Beginning with a review of algebraic properties, the course work leads into in-depth application of algebraic and inverse functions, exponential and logarithmic functions, conic sections, matrices, determinants and complex numbers.

Calculus (2125) (by special arrangement)

Prerequisite: Successful completion of Pre-Calculus

Grade 12 only

This elective develops the principal concepts of the differential and integral calculus of functions of one variable. Topics include: exponential growth and decay, logarithmic functions, curve sketching and optimization. It is intended for students who plan on collegiate majors that will require advanced mathematical study. The concepts are presented in an intuitive manner with an emphasis on practical applications.

Science

The science curriculum is designed to provide for students who will pursue a career immediately after high school, as well as for those who will continue their education. Offerings in the physical and life sciences emphasize hands-on learning and the practical application of science in the classroom, shop and everyday life.

Students are required to take four years of science. All Grade 9 students take biology and some will also take health. Grade 10 students will take Engineering and Technology. Grade 11 students will select from CP Chemistry, Principles of Engineering and Technology, and Anatomy and Physiology. Grade 12 students will choose from CP Physics, Anatomy and Physiology, Principles of Engineering and Technology, and Health, Wellness and Adult Decisions.

Students will be encouraged to take courses that will reinforce the concepts they learn in their specific shops. For example, students pursuing careers in Early Childhood, Cosmetology, or Culinary should take classes based on the life sciences (health, anatomy and physiology, chemistry). Any student wishing to attend college after graduation will follow the College Prep science track: biology, engineering, chemistry, physics.

All courses require standards-based assessments by term and/or unit tests and final exams. Biology and Engineering and Technology classes are specifically designed to address all standards issued by the Massachusetts Department of Education to prepare students to pass the Science MCAS assessment, now a requirement for high school graduation.

General Biology (3096)

Grade 9

General Biology is a year-long required course. It is designed to give students a primary knowledge of biological science. The curriculum strictly follows the Massachusetts standards, preparing students to take the biology MCAS test at the end of their freshman year. Topics that are covered include biochemistry, cell biology, genetics, human anatomy, evolution and ecology. Students are required to keep portfolio binders of all work. Students are assessed based on daily class work, unit and district tests, and weekly homework.

CP Biology (3095)

Grade 9

This course is the college preparatory equivalent of General Biology.

Health (3092)

Grade 9

Health, a required course for freshmen, meets three periods per week for the entire year. Topics included are cardio respiratory function, vascular disease, tobacco abuse, fitness evaluation, substance abuse, sexually transmitted diseases, nutrition, eating disorders and weight control, violence prevention and personal safety issues. Emphasis will be placed on the importance of developing positive personal choices that promote life-long wellness. Portfolio/notebooks are a requirement of the course.

C.P.Health (3093)

Grade 9

The course is the college preparatory equivalent of Health (3092).

C.P.Chemistry (3781)

This college preparatory course introduces students to the fundamental concepts of atomic structure and bonding, the gas laws, balancing chemical equations, organic chemistry, and an understanding of the chemical complexity of today's world. Experiments and post-lab discussions will give the student hands-on experience with state-of-the-art equipment and an understanding and appreciation of principles in chemistry which affect students in everyday life. Notebooks are a requirement of the course.

Anatomy & Physiology (3783)

Grade: 11, 12

Recommended for students in Health Careers, Cosmetology and Culinary Arts

This junior and senior elective introduces students to the basic function and structure of the human body. Major body systems such as the cardiovascular, skeletal, digestive and immune systems will be studied. Ethical issues such as transplantation technology will be discussed to help students foster an appreciation for the complexity of life and medical technology. Notebooks are a requirement of the course.

C.P.Physics (3779)

Prerequisite: Algebra and Geometry

Grade 12

This is a college preparatory course for seniors planning to continue their education. Concepts of motion, conservation of energy, thermodynamics, fluid mechanics, light and electro-magnetism are explored through laboratory experiments, class discussion and problem solving. In addition to “pure physics”, the course exposes the student to the history and philosophy of scientific development as well as the practical application of natural laws as they apply to the technical and mechanical areas. Notebooks are a requirement of the course.

Health, Wellness & Adult Decisions (3782)

Grade 12

This senior elective looks at critical issues affecting students in their everyday life. Candid discussions look at today’s health risks and encourage students to evaluate choices and take responsibility for their own well being. Topics covered include: physical fitness, nutrition and eating disorders, stress, suicide, marriage and parenthood, sexually transmitted infections and environmental and public health. Through debate, projects and class discussions, students will analyze problems, evaluate choices and make life-affirming decisions. Notebooks are a requirement of the course.

General Engineering and Technology I (3097)

Grade 10

This is a required course for all sophomores. This course is designed to have students use the engineering design process to solve a problem or meet a challenge. The engineering design process involves practical problem solving, research, development and invention/innovation, and requires designing, drawing, building, testing and redesigning. The curriculum will follow the standards set forth by the Massachusetts Department of Education. Students will be prepared to take the Engineering and Technology MCAS test at the completion of the course. Only those students who have not passed the Biology MCAS will need to take the Engineering and Technology test.

CP Engineering and Technology I (3098)

Grade 10

The college preparatory equivalent of General Engineering and Technology.

Principles of Engineering and Technology (3099)

Grade 11, 12

This course is designed to have students use the engineering design process to solve a problem or meet a challenge. The engineering design process involves practical problem solving, research, development and invention/innovation, and requires designing, drawing, building, testing and redesigning. The curriculum will

follow the standards set forth by the Massachusetts Department of Education. Students will be prepared to take the Engineering and Technology MCAS test at the completion of the course. Grade 11 students in engineering based vocational areas (plumbing, electrical, carpentry...) should be encouraged to take this course. If a grade 12 student has not taken this course, they are welcome to enroll.

Social Studies

The main objective of the Social Studies curriculum is to help prepare our students to become effective and responsible citizens. Education for responsible citizenship is an essential priority if we expect to sustain our constitutional democracy. Responsible citizenship rests on the notion that young people must be educated to understand the complexities of human society and to govern themselves competently. Students must be educated in a way that they become ready and willing to assume citizenship responsibilities and possess the ability to make informed and reasoned decisions for the public good. To develop these important qualities of citizenship, the Social Studies curriculum strives to build four crucial capacities in young people: disciplinary knowledge, thinking skills, commitment to democratic values and citizen participation.

The Social Studies curriculum at the Keefe Technical School is based on the standards set forth in the Massachusetts and Social Science Curriculum Framework (2003). It is both integrative and conceptual in nature and is designed to incorporate the major strands of Social Studies: history, civics, government, geography and economics. Students are presented with multiple opportunities for rich experiences and in-depth study of the social sciences as they progress through the grades. Making the subject matter relevant to the lives of our students is an important and underlying goal of instructional delivery.

Primary focus is placed on the mastery of the core knowledge for each subject area and the key concepts and skills in the social sciences that are essential to all American citizens. Strong emphasis is placed on developing critical reading, writing and research skills. The reading and analysis of primary documents is an important feature of the curriculum, especially in the study of United States history.

The sequence of courses for grades nine through twelve (Massachusetts Framework “Pathway 2”) was chosen to accommodate the future state assessment on the standards, skills and concepts for both U.S. History I and II at the end of grade 10. The curriculum is in the midst of a transition to prepare our students effectively for both district and state assessments. All ninth grade students are required to take U.S. History I. Currently, tenth and eleventh grade students are required to take U.S. History II. Electives in Introduction to Small Business Management and Social Problems and the Law are offered to students during their senior year. All courses require standards based assessments by term or unit and final exams.

Grade 9 Social Studies Courses

U.S.History I: The Revolution through World War I, 1754-1918

This course is a required course for all freshmen and incorporates the Massachusetts framework core knowledge, skills and concepts. In U.S.History I, students examine the historical and intellectual origins of the United States during the Revolutionary and Constitutional eras. Students will learn about the important political and economic factors that contributed to the outbreak of the Revolution as well as the consequences of the Revolution including the writing and the key ideas of the U.S. Constitution. Students will also study the framework of American democracy and the basic concepts of American government such as federalism, separation of powers, checks and balances, popular sovereignty and individual rights. Other important topics that will be examined include: America's westward expansion, the establishment of political parties, economic and social change, the causes and consequences of the Civil War, industrial America and its emerging role in international affairs, the progressive movement and America's role in World War I.

The reading and analysis of primary documents is an important feature of this course, as is the integration of new skills and concepts in the three social studies strands: history, civics and economics. Throughout the course, emphasis is placed on making the subject matter relevant. The development of research, writing and study skills are also an integral part of this course. A common end-of-the-year exam will be given to all students.

United States History I (4775)

This course requires students to be involved in traditional note taking and testing with quizzes, essays and tests being an integral part of assessment. A variety of learning activities such as reading, whole-class discussions, group-work, writing exercises and hands-on activities are designed to develop new skills. The course places an emphasis on the development of sound study skills and habits and an appreciation of the study of history.

CP United States History I (4774)

This course requires students to be involved in traditional note taking and testing with quizzes, essays and tests being an integral part of assessment. In addition, independent learning activities and research assignments will be incorporated to allow students the opportunity to explore events, issues, and concepts in greater depth and with more understanding. Through a variety of learning activities such as independent reading, whole class and group discussions, writing exercises and hands-on activities, students are encouraged to develop a more thorough awareness of the period studies and an appreciation of historical inquiry.

Grade 10 Social Studies Courses

United States History II: The Roaring Twenties to Contemporary America,1920-2001

This course is a required course for all sophomores and incorporates the Massachusetts framework core knowledge, skills and concepts. In U.S.History II, students will study the domestic and foreign policy issues faced by America in the post-World War I era including the prosperity of the 1920's, the causes and effects of the Great Depression and the impact of the New Deal. Students also learn about the various factors that led to America's entry into World War II as well as the consequences of those wars on American life. Finally, students study the causes and course of the Cold War, important political and economic changes during the Cold War, including Civil Rights movement and recent events and trends that have shaped modern-day America, including the course and consequences of America's recent diplomatic initiatives.

The reading and analysis of primary documents is an important feature of this course, as is the integration of new skills and concepts in the three social studies strands: history, civics and economics. Throughout the course, emphasis is placed on making the subject matter relevant. The development of research, writing and study skills are also an integral part of this course. A common end-of-the-year exam will be given to all students.

United States History II (4773)

This course requires students to be involved in traditional note taking and testing with quizzes, essays and tests being an integral part of assessment. A variety of learning activities such as reading, whole-class discussions, group work, writing exercises and hands-on activities are designed to develop new skills. The course places an emphasis on the development of sound study skills and habits and an appreciation of the study of history.

C.P. United States History II (4772)

This course requires students to be involved in traditional note taking and testing with quizzes, essays and tests being an integral part of assessment. In addition, independent learning activities and research assignments will be incorporated to allow students the opportunity to explore events, issues and concepts in greater depth and with more understanding. Through a variety of learning activities such as, independent reading, whole-class and group discussions, writing exercises, and hands-on activities, students are encouraged to develop a more thorough awareness of the period studies and an appreciation of historical inquiry.

Grade 11 Social Studies Courses

U.S.History II: Industrialization to Contemporary America, 1870-2001

This course is a required course for all juniors and incorporates the Massachusetts framework core knowledge, skills and concepts. In U.S.History II, students will analyze the causes and consequences of the Industrial Revolution and America's growing role in international relations. Students study the goals and accomplishments of the Progressive movement, the causes and effects of the Great Depression and the impact of the New Deal. Students also learn about the various factors that led to America's entry into World War I and World War II as well as the consequences of those wars on American Life. Finally, students study the causes and course of the Cold War, important political and economic changes during the Cold War, including the Civil Rights movement, and recent trends that have shaped modern-day America, including the course and consequences of America's recent diplomatic initiatives.

The reading and analysis of primary documents is an important feature of this course, as is the integration of new skills and concepts in the three social studies strands: history, civics and economics. Throughout the course, emphasis is placed on making the subject matter relevant. The development of research, writing and study skills are also an integral part of this course. A common end-of-the-year exam will be given to all students.

United States History II (4773)

This course requires students to be involved in traditional note taking and testing with quizzes, essays and tests being an integral part of assessment. A variety of learning activities such as reading, whole-class discussions, group work, writing exercises and hands-on activities are designed to develop new skills. The course places an emphasis on the development of sound study skills and habits and an appreciation of the study of history.

C.P.United States History II (4772)

This course requires students to be involved in traditional note taking and testing with quizzes, essays and tests being an integral part of assessment. In addition, independent learning activities and research assignments will be incorporated to allow students the opportunity to explore events, issues and concepts in greater depth and with more understanding. Through a variety of learning activities such as, independent reading, whole-class and group discussions, writing exercises, and hands-on activities, students are encouraged to develop a more thorough awareness of the period studied and an appreciation of historical inquiry.

Grade 12 Social Studies Courses

Social Problems and the Law

This course is an elective course for seniors. It integrates the Massachusetts framework of core knowledge, skills and concepts in the study of changing American social problems and controversies dealing with the most current law-related public issues, such as gangs, guns and computer crime. The course provides information, practical advice and competency-building activities designed to provide students with the ability to analyze, evaluate and resolve legal disputes. Students will analyze the major social problems confronting American society. They will also explore such topics as: law and the legal system, the criminal and civil justice systems, crime in America, juvenile justice, rights in the community, family law including influences detrimental to family stability: divorce and substance abuse.

Special emphasis is placed on critical thinking abilities in evaluating causes, effects and various approaches in dealing with social problems. The goal of this course is to provide practical information and problem solving opportunities for students that will develop the knowledge and skills necessary for survival in our law-saturated society. Because of the large range of diverse issues discussed in this course, there will be a few topics that may be considered controversial. Students are expected to be aware of the differing views and listen to other views during discussion in class. The curriculum utilizes the case study approach and a variety of learning activities that allow students to be active participants in their own education. The overarching goal is to promote in students a willingness and a capability to participate effectively in the legal and political systems.

Social Problems and the Law (4778)

The methodologies used in this course include lecture presentations, class discussion and film. Students are required to complete a writing assignment for each unit studied. Participation in class is expected of each student, as it is an important part of the learning process. This allows for an exchange of differing ideas about the issues surrounding the course.

CP Social Problems and the Law (4779)

This course requires students to be involved in traditional note taking and testing with essays and tests being an integral part of assessment. Reflection and/or position papers will be assigned each term. The methodologies used in this course include lecture presentations, class discussion and film. Participation in class is expected of each student, as it is an important part of the learning process. This allows for an exchange of differing ideas about the issues surrounding the course.

Introduction to Small Business Management

This course is an elective for seniors. It is designed to be of practical benefit to those students who would like to apply their vocational-technical skills to the management side of the workforce. This class incorporates the national Foundation for Teaching Entrepreneurship (NFTE) curriculum. NFTE emphasizes entrepreneurship and teaches young people to become economically productive members of society by improving their academic, business, technology and life skills. The course is designed to unlock our students' unique entrepreneurial creativity, develop a greater understanding of the free enterprise system and improve the quality of their lives. Students will explore economic basics, such as supply and demand, cost/benefit analysis, competitive advantage, opportunity recognition and marketing. They will practice such business skills as preparing an income statement, keeping records and negotiating.

Project-based learning is incorporated within the course as students will use state-of-the-art computer technology for creating comprehensive business plans that will incorporate knowledge content, skills and concepts studied in this course. At the end of the school year, students will present their business plans and participate in a business plan competition.

Introduction to Small Business Management (4777)

The methodologies used in this course include: lectures, class discussions, guided reading activities and video. Students will complete a review packet for each chapter covered and will be assessed tests, quizzes, homework, their notebooks and class participation. Active class participation is expected from each student as it is an integral part of the course and the learning process. In addition to the business plan project, students will be responsible for writing one research paper and contributing to one group term project.

CP Introduction to Small Business Management (4781)

Students in the college preparatory section of this course will be expected to perform at a high level and work at an accelerated pace. The methodologies used in this course include: lectures, class discussions, guided reading activities and video. Students will complete a review packet for each chapter covered and will be assessed by tests, quizzes, homework, their notebooks and class participation. Active class participation is expected from each student as it is an integral part of the course and the learning process. In addition to the business plan project, students will be responsible for writing one research paper and contributing to one group term-project.

Physical Education

Physical Education is a required course for students in grades nine and eleven unless medically excused. Students must pass physical education in order to advance to the next grade level or be accepted for co-op senior year. Ninth grade classes meet two periods per week, while eleventh grade classes meet for two periods each academic week. Students may or may not elect physical education their senior year if they have successfully passed the previous two years. Seniors who choose physical education will be assessed and graded; however, students who are unsuccessful will not be denied graduation if enough total credits have been earned in other academic areas.

The grade nine curriculum will place emphasis on the development of a student's aerobic capacity, muscular strength and endurance, agility, flexibility, coordination and skill. Students will be evaluated on their preparedness, cooperation, attitude, participation and effort.

Grade 11 and 12 students will participate in a selective program with curriculum choices focused on individual as well as group activities. Assessment criteria will be the same as stated.

Special Education Programs

The philosophy of the Special Education Program is consistent with the school's mission statement. Specialized courses and approaches to learning are designed to help students to meet high expectations, MCAS requirements and the challenges of the Massachusetts Curriculum Frameworks, while addressing the goals and objectives of their Individualized Education Programs (IEPs).

Special education services and programs are offered in accordance with state and federal laws that govern special education and are driven by the scope of the Individuals with Disabilities Education Act (IDEA) and the Massachusetts Curriculum Frameworks.

Student needs are identified through the team meeting process. Inclusion support, specialized instruction, reading and academic support are some of the services provided to help students achieve these goals. An inclusion consult model in the general curriculum, supported by special educators and paraprofessionals, is provided in all content areas as well as in some career and technical programs. A variety of materials, instructional approaches, supports and assistive technology are provided in order to meet the unique needs and challenges of each student.

Each special education student has a contact person who monitors his/her progress. Communication is ongoing with the guidance counselor, student, academic and career and technical staff as well as parents.

It is the intent of the special education department to support student participation in the general curriculum, as well as remediate weaknesses, increase student skills and foster student self-esteem.

Please note: Students must be on an IEP to be eligible for the following classes:

Academic Support

The Academic Support course has been designed for students in Grades 9 through 12 in an effort to help students maintain coursework from the general curriculum, develop consistent study habits and improved organizational skills, and meet the learning standards of the Massachusetts Curriculum Frameworks. Students are taught study skills within the context of their daily assignments. Specific basic skills and identified weaknesses are targeted in order for students to succeed in general education courses. Students are also assisted with coursework from the career and technical related classes.

Academic Support (7592) Five times weekly for Grade 9

Academic Support (7530) Five times during academic week for Grades 10-12

Reading

Reading classes are offered to students in Grades 9 through 12 in an effort to remediate the skills of those students who are reading below the norm as determined by diagnostic assessments. The classes cover vocabulary acquisition, comprehension and listening skills and reading strategies. Oral expression, phonics, accuracy and fluency are also addressed.

Reading Remediation (7049) Five times weekly for Grade 9

Reading Remediation (7053) Five times during academic week for Grades 10-12

Job Entry Training Program

The Job Entry Training Program (JET) is a sub-separate program available to high school age students who qualify based on the IEP process. The program provides a modified frameworks-based academic component, vocational training, employability skills and personal and social skills development.

The academic component consists of English, math, practical science/health and social studies. Other services include: remedial reading, computer literacy and physical education, personal and social development. Ancillary services such as speech and language are also provided as determined by the IEP.

Vocational experiences offered include specialized shop settings in Food Service, Horticulture, Small Wood Products, Housekeeping and Maintenance. General education shop settings are accessed with the support of special education vocational instructors to provide challenging and varied experiences.

As students in the Job Entry Training Program approach the age of 18 or complete four years at Keefe, further program options are reviewed with the student's sending town in an effort to transition the student into more community-based settings.

It is the intent of the Job Entry Training Program to provide every opportunity for students to access challenging curricula and career and technical environments.

<u>ADL Academic I</u>	(7436)	Grade 9
<u>ADL Academics II</u>	(7437)	Grades 10, 11, 12
<u>JET Career Exploratory I</u>	(8506)	Grade 9
<u>JET Career Exploratory II</u>	(8507)	Grades 10, 11, 12

English Language Learners Program

ESL Beginning (1531, 5191)

This course is designed for students who speak little to no English and who score 0-20 on the combined Side By Side Placement test. Emphasis is on developing students' vocabulary, speaking, listening, reading and writing skills for personal, social and academic purposes. The focus of the course is on survival and academic vocabulary development as well as understanding and using basic English grammar including: the verb to be, present tense, continuous tense, future tense and pronouns. By the end of this course, students should be able to transition into intermediate level ESL.

ESL Early Intermediate (5132, 5192)

This course is designed for students who are at the low intermediate level of English and who score between 21-40 on the combined Side By Side Placement test. There is continuing emphasis on the development of vocabulary, speaking, listening, reading and writing skills. Students begin to use both regular and irregular past tense verbs and modals such as: can, may, might and should. Students read high-beginning and low-intermediate material in this course. By the end of this course, students should be able to transition into the high intermediate level.

ESL High Intermediate (5133)

This course is designed for students who have transitioned into the high intermediate level of English and who score between 41-60 on the combined Side By Side placement test. Continuing emphasis is placed on developing students' vocabulary, speaking, listening, reading and writing skills for personal, social and academic purposes. Students in this course are ready for more complex grammatical structures, including present and past perfect, two-word verbs, connectors, gerunds and infinitives. There is a strong emphasis on reading and increasing the students' independent and instructional reading level. By the end of this course, students should be able to transition into the advanced level.

ESL Advanced (5134, 5193)

This course is designed for students who are at the advanced level of English and who score between 61-90 on the combined Side By Side placement test. Students will comprehend and communicate orally, using spoken English to participate in academic and social settings. They will write English for a variety of purposes with clear focus, coherent organization and sufficient detail. Students in this course learn to use very complex grammatical structures including: conditionals, passive voice, perfect modals, embedded questions, tag questions and reported speech. Students in this course are reading novels and are able to write essays in response to MCAS questions. By the end of this course students should be able to transition into ESL Reading and Writing or mainstream English classes.

ESL Reading and Writing (5137)

This course is designed for students who have advanced level English language skills in speaking and listening, but who are in need of a reading and writing course which is designed for second language learners. Only students who have completed ESL Advanced, or who test at the maximum amount of points on the Side By Side combined placement test may enroll in this course. This course is designed to help English language learners develop and refine their reading and writing skills in both academic and vocational areas. Emphasis is placed on learning and applying reading and writing strategies that students can use in all classes. Students are exposed to classic and contemporary literature. By the end of this course, students should be able to transition successfully into a mainstream English classroom.

ELL Reading and Writing Improvement (5150)

This course provides individualized and small group instruction in reading and writing for ALL students in ESL classes. *Every* ELL student takes this course in conjunction with their regular ESL course. The purpose of this course is to expose the ELL student to more reading material and to improve reading skill, *no matter what their current English level is*. Topics include: vocabulary development, comprehension, oral reading fluency, answering open response questions and writing essays. Pre and post tests are administered to determine both independent and instructional reading levels and to measure student progress. Academic content includes: related theory, mainstream academic classes, MCAS preparation and Senior Project research skills.

Academic Enrichment (1880)

This alternate week, half-credit elective provides students with direct tutorial support to maximize success in on-going course work. Reading development may be scheduled, as needed, in small group settings. Organizational skill support will be available for all major content areas: English, math, science, social studies, and career and technical related theory. Direct remediation will be available for students preparing for state mandated academic (MCAS) and vocational/technical testing (COP).

Philosophy

Our central purpose is to provide up-to-date technical training and marketable skills to high school students. Curricula are designed to integrate vocational and academic areas. This training will ultimately lead to satisfying employment in our global economy. Our students may become directly employed after graduation or after pursuing further education.

Academic core subjects are English, mathematics, social studies and the sciences. A wide range of instructional settings exists to help all students achieve their individual maximum competencies. Co-curricular and extra-curricular activities further support student development.

At Keefe Tech, a student's complete education includes the development of good work habits, citizenship and a desire for lifelong learning. Our programs foster student self-esteem, self-respect and social awareness. Students are to participate actively in their education and to make learning their primary goal. During their training, students will undertake school projects that will benefit our member communities and their residents.

We must undertake to provide our students with skills and academic training in a safe learning environment. It is the responsibility of staff and students to develop positive relationships throughout the school. Instructors will help to foster these relationships by teaching in structured, challenging and supportive settings. The Keefe Tech administration will help instructors and students by providing an avenue for open and constructive dialogue within a well-disciplined environment.

Administration

Peter D. Dewar
Superintendent-Director

James M. Lynch
Principal

Gayle T. Vigeant
Vice Principal
Academic Programs

Margaret Ellis
Vice Principal
Vocational Programs

Paul Cavicchi
Vice Principal
Data Analysis and Assessment

Kenneth E. Collins
Vice Principal
Discipline

Jonathan Evans
Director of
Pupil Personnel Services

Leslie Lesperance
Business Manager

Domenic Jannetti
Supervisor
Building and Grounds

District Information

Keefe Technical School is also known as the South Middlesex Regional Vocational Technical School. The regional school district includes five towns: Ashland, Framingham, Holliston, Hopkinton and Natick.

Each member town has its own high school facility. Students residing in the district, however, have the option of attending Keefe Technical School to pursue technical studies in addition to traditional academic course work.

School Committee

Ashland

William N. Gaine, Jr. - Chairperson
Edward Burman

Framingham

Argentina Arias
Larry Cooper
Linda Fobes
Nelson Goldin
Esther Hopkins
John Kahn
A.J. Mulvey
Michael Rossi

Holliston

Yvonne Giargiari
Richard Lanoue

Hopkinton

Ruth Knowles
Fayyaz Hussain

Natick

Stephen Kane
Tassos Filledes

Admissions

A Keefe Tech application is available from the guidance departments at all sending schools or through the Keefe Tech Guidance Office. A printable version is on our website at KeefeTech.org. After completing the application, it is given to the sending school guidance counselor. The guidance counselor completes the form and attaches the necessary records.

Our admissions review is based on attendance, grades, discipline, sending school recommendation and an interview. Admissions representatives will either work with applicants on their transition to Keefe, or they will help to devise acceptance plans for those applicants who are on our waiting list.

The following information needs to be submitted with your application for Grade 9 fall admission:

- Final report card for Grade 7 and the most recent Grade 8 report card with teacher comments,
- Attendance/tardiness record for Grades 7 and 8,
- Discipline record for Grades 7 and 8.

If you have any questions, please contact the Guidance Office at 508-416-2270.

Keefe Technical School is accredited by the New England Association of Schools and Colleges. We are committed to ensuring that all of our programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, sex or sexual orientation.

Integrated Comprehensive Program of Studies

The Integrated Comprehensive Program of Studies is designed to assist parents and students in selecting courses that will best meet the needs of each student. The student's individual program should be based on ability, past achievement, school requirements and career goals. Counselors and classroom teachers will provide recommendations based on their knowledge of the student's performance and ability level. A full college preparatory program is available for those interested.

Keefe Tech strives to allow each student to be successful within his/her abilities and desires. Planning for the future is an important part of this success. Academic courses are designed to offer real life applications in addition to learning standards set forth in the state Curriculum Frameworks.

All Grade 9 students take a core curriculum in English, science, mathematics and history. All of these courses integrate vocational materials aimed at job skills and career development whenever possible.

In addition to the academic core, all Grade 9 students spend two periods each day in a career exploratory program. In this program, students explore all vocational areas and receive career counseling regarding each area. Throughout the year, areas of interest are explored in more depth, and a final choice for vocational placement is made.

Grade 10 students enter a vocational program that meets every day/five days per week on an every other week rotation. This program continues through Grades 11 and 12 with possible co-op placement during Grade 12. Students receive training in one of the following areas:

Automotive Technology	Early Childhood Education	Information Systems
Business Technology	Electrical	Metals Technology
Carpentry	Graphic Communications	Plumbing
Cosmetology	Health Careers	Visual Design and
Culinary Arts - Food Service	Horticulture - Landscaping	Communication

Academic classes for Grades 10, 11 and 12 meet on an every other week basis. As with Grade 9, students take a core curriculum of English, mathematics, science and social studies.

Various electives are also available. Related theory is a required course for all juniors and seniors who are enrolled in one of our fourteen vocational programs. This course meets eight periods per academic week. Career technical related reading, writing, research and mathematics comprise the subject matter of this course.

Guidance

Programs

A concentration in one of fourteen Vocational Technical Programs plus a full schedule of academic courses satisfies graduation requirements.

Articulation agreements with local colleges provide students in Automotive Technology, Culinary Arts, Early Childhood Education, Information Systems and Business Technology with advanced placement. Qualifying seniors may participate in a dual enrollment program with a college.

Co-operative education programs are available to qualifying juniors and seniors. Students participate in paid work experiences in their vocational fields of study while continuing to earn credit toward their diploma.

Grading System

A+ (97-100)	A (93-96)	A- (90-92)
B+ (87-89)	B (83-86)	B- (80-82)
C+ (77-79)	C (73-76)	C- (70-72)
D+ (67-69)	D (63-66)	D- (60-62)
Below 60	F	

Graduation Requirements

The following minimum requirements have been established to insure that each student receives a complete academic program. Within some subject areas, electives are provided so that the student may pursue individual interests. A student who has completed minimum requirements will still be expected to carry a full academic schedule in their senior year.

Subject Requirements

English	4 years
Mathematics	4 years
Science	4 years
Social Studies	4 years
Physical Education	3 years
Career Exploratory	1 year
Career & Technical Program	3 years
Related Theory	2 years

Support Services

Keefe Technical School provides a comprehensive system of support services and alternative programs to help students profit from their vocational and academic training. Primarily, students are assisted by the Guidance Services, the Special Needs Department and the English Language Learners Department

Parents are encouraged to contact the assigned counselor with questions or issues that affect their student's school experience.

Guidance Services

Every student is assigned a guidance counselor who may work with the student, parents, teachers, or other professionals. Primarily, the counselor assists the student in dealing with concerns and decisions about course selections, school progress, personal and social relationships and educational and vocational planning. Some small group counseling and support groups are available. The career center has a collection of career material and information on schools and colleges, scholarships and supplementary material.

Sample Academic Week Schedule

Grade 9

Periods

English (1091, 1092, or 1093)	5
Mathematics (2091 or 2092)	5
Science (3095 or 3096)	5
Health (3092 or 6093)	3
U.S.History (4774 or 4775)	5
Physical Education (9090)	2
Career Exploratory (8501)	10

Grade 10

Periods

Literature (1102 or 1109)	5
Writing (1107 or 1108)	5
C.P. Algebra (2101 or 2102)	5
C.P. Geometry (2111)	5
Science (3097, 3098)	5
Social Studies (4772 or 4773)	5
Elective	5

Grade 11

Periods

English (1111 or 1112)	5
Mathematics (2101, 2102, 2109, or 2114)	5
Science (3099, 3781, or 3783)	5
Social Studies (4772 or 4773)	5
Physical Education	2
Related Theory	8
Elective	5

Grade 12

Periods

English (1121 or 1123)	5
Mathematics (2101, 2102, 2109, 2111, 2114, 2122, or 2124)	5
Science (3099, 3779, 3782, or 3783)	5
Social Studies (4777, 4778, 4779, or 4781)	5
Physical Education	2
Related Theory	8
Elective	5

English Language Learners Department

The ELL program serves those students who have a limited proficiency in English, but desire a vocational education.

The ELL classes provide intensive English language instruction in small group settings to improve communication skills for success in both academic and vocational courses.

With the exception of English class, ELL students are mainstreamed into all other academic and vocational courses. Bilingual aides are available to facilitate in classes.

Special Needs Department

This department provides to a wide range of Special Needs students with varying abilities and needs. Students with learning disabilities, emotional difficulties and/or physical limitations have programs tailored to their specific needs through the Individual Education Program Process.

Also related services such as counseling and speech therapists are available to aid students.

Cooperative Education

The Cooperative Education Program provides an opportunity for deserving students to participate in paid employment in their vocational areas of study. Seniors who have achieved a "B-" average or better in their shop or a "C-" or better in their academic courses are eligible. They are allowed to work during their shop week for area employers. They receive fair and competitive wages and valuable work experience. During this time, students are expected to maintain their vocational and academic grades and continue to have good attendance at school.

The employers are expected to grade students based on criteria provided by the school. These selected employers become partners in the educational process by offering expanded learning opportunities in the workplace.

Activities

At Keefe Tech students can participate in many varied activities to enrich their school experience, enhance their personal development and increase their leadership abilities.

This is a sampling of the activities offered:

National Honor Society

National Art Honor Society

Skills U.S.A.

Business Professionals of America (B.P.A.)

Future Farmers of America (F.F.A.)

Literary Magazine - *Dimensions*

Outward Keefe

Student Advisory Committee (S.A.C.)

Student Council and Class Officers

Students Against Driving Drunk (S.A.D.D.)

Gay/Straight Alliance

Dance Club

Art Club

Chess Club

Music Club

Scholars

Automotive Technology

Keefe Tech's Automotive Technology Program is certified in all eight ASE (Automotive Service Excellence) service areas and has received master status certification from the National Automotive Technician's Education Foundation (NATEF). Keefe is an authorized inspection station under the new Massachusetts Enhanced Emission and Safety Program.

Keefe Tech's Automotive Program has recently been approved for affiliation with the Automotive Youth Educational System (AYES). As an AYES school, we have established an educational partnership with our area dealerships for internship and cooperative work for our students. This is a great opportunity for automotive-minded young people and their parents because the program increases cooperation between local educators and industry leaders. This provides added assurance that Keefe Tech graduates will be employable, entry-level technicians.

Career Options Include:

- Automotive Technician
- Parts Specialist
- Service Writer/Advisor
- Service Manager
- Emission Repair Technician

Health Careers Program

Students in the Health Careers Program will have the opportunity to acquire skills that prepare them for successful career entry, advancement, and/or continuing education in the health field. This program is designed to focus on the certification of nursing assistants. The role of the medical office assistant will also be included in the program of studies. Students will receive certification in first aid, safety and CPR.

The first phase will emphasize foundation skills and common skills (taking blood pressures and pulses) that are necessary in all health occupations. The second phase will focus on job-specific skills and knowledge. Skills learned will be introduced and practiced in the classroom and then transferred to patients in a hospital and/or a long-term care setting during the vocational training activities.

Career Options Include:

- Hospital
- Rehabilitation
- Long-term Care
- Psychiatric Care
- Doctor's Office
- Clinics
- Private Home Care
- Pharmacy Technicians
- Medical Office Assistant

Business Technology Program

The Business Technology Program prepares students for employment in today's business office and for the business administration major in college. The program is structured so that a student obtains proficiency in computer applications, business communications, office procedures, accounting and entrepreneurship. Skills can be applied to a wide variety of organizations, both profit and non-profit institutions.

Computer applications include: work processing, spreadsheet, database, presentation graphics, desktop publishing programs and web design using a Microsoft-based computer network. Students are given the opportunity to attain national certification as a Microsoft Office Specialist in Microsoft Word, PowerPoint and Excel. Students also gain experience with automated accounting packages.

Junior students may have the opportunity to work in businesses on *internships* for part of their vocational week. In their senior year, qualified students participate in the *co-operative work-study program* where they gain valuable hands-on experience while receiving monetary compensation.

With the skills and training they have received, Business Technology seniors are in demand in the MetroWest business community. With further training in this field, opportunity for career advancement increases. Agreements with several colleges allow students to apply for academic credit for computer applications courses.

Career Options Include:

- Administrative Assistant
- Customer Service Representative
- Legal or Medical Secretary
- Receptionist
- Data Entry
- Accounting Assistant

Carpentry

Mill and House Carpentry is a three-year program that is divided into two major parts. The first year we provide basic instruction in the process of milling lumber into various components including cabinets and counter tops. The second and third year the students spend the majority of their time learning how to construct a house from foundation to finished product. The annual house-building project provides the setting for the “on the job” learning activities. Junior and senior students also take related instruction to support their practical experience during the academic week.

The Carpentry Program has the major role in the house-building program, as we are responsible for completing the structure of the building in a timely fashion. This enables the other trades of Plumbing and Electrical to perform their work. The carpenters also install all windows and doors, shingle the roof and install finished products to both the exterior and interior of the house.

Career Options Include:

- General Carpenter
- Framing Carpenter
- Cabinetmaker
- Finish Carpenter
- Roofer
- Lumber Sales
- Pattern Maker
- Floor Layer and Finisher
- Siding Installer
- Sheet Rock Installer

Cosmetology

This is a dual-licensing program for any students meeting the State Board of Cosmetology's age requirements.

In the 1000-hour course curriculum, students will learn how to cut, style, perm, color and highlight hair. Cosmetology students will also learn basic facial procedures and manicure procedures to prepare them to take the State Board of Cosmetology exam.

Students will also participate in a 100-hour Nail Technician Course, which leads to a state manicuring license. The focus of this program is the application of acrylic and gel nails, nail repair and wraps. A major emphasis is placed on sanitation and sterilization.

Career Options Include:

- Hairstylist
- Aesthetician
- Manicurist
- Platform Artist
- Instructor
- Make-up Artist
- Salon Owner
- Receptionist
- Cruise Ship Stylist
- Nail Technician
- Theatrical Make-up Artist

Culinary Arts

This program trains students in the art of handling and preparing food for restaurants and hotels. They learn how to plan menus, determine the size of portions, and select, store and prepare food. The related theory classes stress an understanding of hotel and restaurant sanitation, public health aspects of food handling, quantity and quality control, inventory and accounting, and kitchen design. Culinary students participate in the ServSafe food safety training program which is administered by the National Restaurant Association Educational Foundation.

Students in the culinary arts program are trained in all aspects of restaurant operation through the restaurant, The East Side Room, which prepares and serves lunch four days a week to the public and caters functions at the school.

Career Options Include:

- Cook
- Server
- Caterer
- Restaurant Host/Hostesses
- Baker
- Short-Order Cook
- Dining Room Manager

Early Childhood Education and Teaching

The Early Childhood Education and Teaching Program at Keefe Technical School is an in-house training site designed to introduce the high school student to the development care of children, including infants and toddlers. Students choosing Early Childhood will be exposed to the emotional, social, physical and cognitive changes that take place during a child's journey into their school years.

Students will learn and demonstrate the duties of a preschool teacher. These competencies will include curriculum development, observation and assessment of children, classroom limitations, child guidance, daily routines and behavior management, health and safety issues. This will open many areas of career opportunities for the students upon graduation.

The Early Childhood Education and Teaching Program at Keefe Technical School provides training in several off-site childcare centers. Students who successfully complete the course will meet the requirements for the Massachusetts Department of Early Education and Care in preschool and infant-toddler areas. Students also receive CPR and first-aid training. Students in the Early Childhood Education Program are eligible to receive three college credits from Mass Bay Community College upon graduation from Keefe Tech if they maintain a "B" average in the Early Childhood vocational and related program.

Career Options Include:

- Day Care Provider
- Preschool Assistant
- Child Care Assistant
- Teacher's Aide

Electrical

The electrical trade is one of the skilled trades of the construction industry, a trade where individual ability and motivation are recognized and rewarded. The Keefe Electrical Department covers commercial, industrial and residential wiring of old and new buildings. This course of study provides the student with the knowledge of how a building is constructed and wired.

Residential wiring is just one segment of the electrical course of study. Keefe emphasizes residential wiring by completing all the electrical work for our annual house-building project as well as remodeling projects for municipal and non-profit organizations throughout the district. These projects introduce the student to the telephone, familiarization with blueprints for location of outlets and the type of wiring method that will satisfy the Massachusetts Electrical Code.

Career Options Include:

- Apprenticeship
- Electrical Construction
- Line Construction
- Cable Installation
- Signaling Systems
- Light and Power Systems
- Electrical Motor Maintenance and Repair
- Equipment and Appliance Service
- Industrial Electronics
- Communications
- Electrical Sales

Graphic Communications

Careers in the Graphic Communications Industry are growing at a remarkable rate with the introduction of digital media. In the past, the industry has been known as printing, but today with the offering of electronic products and services, we can no longer limit the substrate to paper. The world of Graphic Communication is one of the largest industries in the United States. If you are looking for a steady career with plenty of opportunity, graphic communications is the right career.

Different printing processes: Gravure, Screen Printing, Flexography, Letterpress, Offset Lithography-both sheetfed and web printing presses as well as digital media are part of the curriculum.

Major printing markets include: Commercial Printers, Newspapers, Book and Magazine Printing, Quick Printing and Financial Printing.

The Graphic Arts Program is accredited by The Graphic Arts Educational and Research Foundation (GAERF). This is a nationally recognized program that certifies our training as having met industry standards. Students enrolled in this program gain industry-level skills in the areas of Graphic Communications, Electronic Imaging, and Press and Bindery Operations. Successful graduates of the program are excellent candidates for entry-level positions in the Graphic Communication field.

Career Options Include:

- Desktop Publishing
- Preflight Technician
- Prepress
- Sales Representative
- Offset Press Operator
- Estimator
- Customer Service Representative
- Digital Printing
- Graphic Designer
- Bindery Worker

Horticulture and Landscaping

This program provides students with training opportunities in all aspects of the Green Industry. The curriculum stresses the study of landscape management, plant and soil science, floriculture, turf management, safe operation of construction and landscaping equipment, small engine repair, green house management, arboriculture care and plant propagation. Students practice their skills throughout the school campus by maintaining the grounds, including the athletic fields, planting flowers and shrubbery, and operating the landscaping equipment around campus.

Career Options Include:

- Grounds Maintenance Management
- Landscape Construction Management
- Agriculture Mechanics/Equipment Repair
- Turf Management/Golf Course Management
- Nursery Worker
- National, State, or City Park Worker
- Arboriculture Worker
- Greenhouse Management
- Florist

Information Systems

The Information Technology Program is a three-year career development program. Students entering into the program will have the opportunity to receive certification in the general areas of Computer Servicing, Cabling and Networking. In the first year of the program, a student enters into the A+ Computer Service Technician Program. The A+ Certification Program covers the basic skills needed to install, troubleshoot and repair computer system hardware and operating system problems. Students will take CompTIA's A+ Core Hardware 220-301 and Operating System 220-302 certification exams. Students must pass exams to achieve their A+ Certification.

The Cisco Networking Academy is an advanced networking course. Students will go through Semester 1 and 2 of the Cisco curriculum during their junior year. Semester 1, the student develops an understanding of the foundations of the OSI and TCP/IP Networking models. Students will learn basic skills in programming of networking components through hands-on activities and simulations. Students will take the first part of the Cisco CCNA exam.

In the third year of the program, the student will go through our BICSI Program. The BICSI Program trains students in the basic skills of designing, installing and terminating low voltage network cable media. Students will have hands-on experiences in wiring with coaxial, twisted pair, fiber optics as well as the setting up of wireless networks. Students will take the Level 1 Cable Installer Exam.

Career Options Include:

- Computer Repair Technician
- Computer Service Technician
- Programmer
- Software Technician
- Web Site Editor
- Cable Installer
- Network Service Technician
- Network Administrator

Metals Technology

This program trains students in the technologies of sheet metal fabrication and welding. These are directly related to the processes of the metal products industries. The curriculum allows each student to develop a well-rounded background in all phases of welding.

Students in the Metals Technology Program can attain certification from the American Welding Society. The Certified Welder (CW) program tests to procedures used in the structural steel, petroleum pipelines, sheet metal and chemical refinery welding industries.

Career Options Include:

- Apprentice (Sheet Metal)
- Machine Operator
- Welding Apprentice
- Forgeman
- Riveter
- Air-Conditioning Apprentice Assembler

Plumbing

This program provides students with training opportunities in rough and finish plumbing installations in residential, commercial and industrial locations. Students also learn prevention maintenance. The related theory curriculum focuses on an overview of the plumbing trade license regulations and plumbing code regulations of the industry. The 1500 hours of training plus 300 hours of related that students receive in the three-year program are applied toward the apprentice hours needed to become a licensed plumber. Seniors in the Plumbing Program practice their skills by completing all aspects of residential plumbing for our annual house-building project.

Career Options Include:

- Apprentice Plumber
- Journeyman Plumber
- Master Plumber
- Residential Plumber
- Commercial/Industrial Plumber
- Solar Heat and Water Heater System Installer

Visual Design and Communication

Students interested in the world of Visual Design will find opportunities to explore several areas of this exciting field. Sophomore students will learn the foundations of design, including color theory, drawing, perspective and layout. In the junior and senior year, students will work with Photoshop, InDesign, Digital Photography and Video to produce a variety of multimedia projects for their portfolio. Package Design, Product Photography, Multimedia Presentations, Website Design and Audio Production will be introduced through the use of the latest technology.

Graduates of this program will be well prepared to continue their education at a college level or obtain an entry-level position.

Career Options Include:

- Graphic Designer
- Digital Photographer
- Video Production
- Illustrator
- Web Designer
- Fashion Designer
- Interior Designer
- Advertising Design