



NOTE: Due to the ongoing COVID-19 restrictions, all AOF program components outlined in this handbook are subject to change for the 2021-2022 school year.

Student / Parent Handbook

Orchard Park High School Academy of Finance

Dear Students & Parents:

Welcome to the Academy of Finance! A common question we receive is: What is our program and what exactly are we asking students to do?

We hope that this handbook will adequately answer that question. We believe it is important that our students understand the opportunities provided to them and to maximize those opportunities. It is also important that parents commit to regularly supporting their sons/ daughters throughout this journey.

We hope this will include supporting the larger mission set out by the Business Education faculty, our local Advisory Board and NAF (formerly the National Academy Foundation). Thank you and we wish the students the best of luck.

Mrs. Kristen Casto – Director

Mr. Tim Stalker – Chairman of Advisory Board

Mission

Model

Measuring

Program

Coursework

**Work/Project
Based Learning**

Internship

**Participation/
Leadership**

OUR MISSION

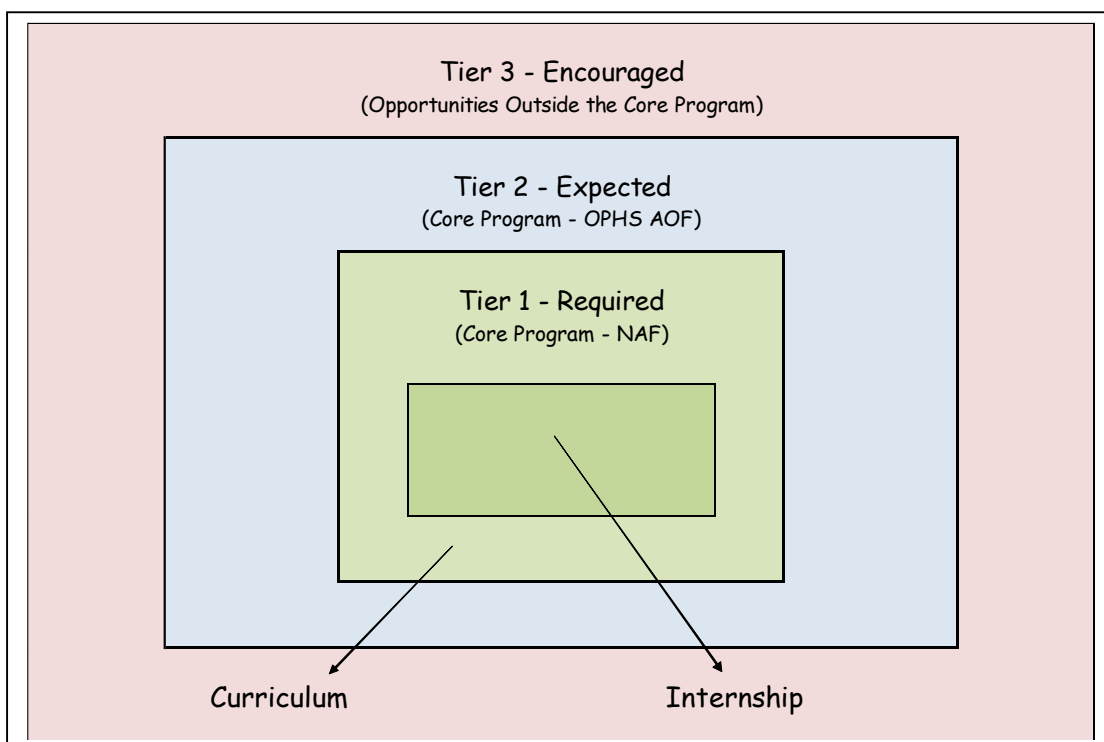
Through NAF (formerly the National Academy Foundation) we link the business community with the academic student body of Orchard Park. Our mission is to graduate students who are knowledgeable of the free enterprise system, acquire successful careers, contribute positively to their communities, and share their experiences with future generations.

We are a partnership of business leaders, academic professionals, parents and Orchard Park High School students.

We empower our students through the sharing of information and knowledge with classroom and field experiences.

OUR MODEL

The four components of our program include: **1. Coursework, 2. Work & Project Based Learning, 3. Internship and 4. Participation & Leadership**. Within each component there may be three tiers of opportunities: **Required, Expected and/or Encouraged**. The OPHS AOF is a "Certified" Academy within NAF. NAF assesses us annually in our ability to provide the various opportunities (and in how students take advantage of those opportunities) in Tiers 1 and 2 below.



MEASURING & FEEDBACK

Our students tend to be extremely motivated individuals that lead busy lives. Our program is designed with the flexibility to recognize this reality. We strongly encourage students to pursue what they are passionate in and take full advantage of all OPHS opportunities including athletics, student government, the arts and other rigorous academic courses.

*With this in mind we have created a “point system” that students and parents can utilize to help navigate the program and to measure how well they are taking advantage of AOF opportunities. Students are asked to earn a minimum of **100 points** by the last quarter of senior year. In many cases, students will be able to earn points based on their personal interests and within their own schedule. Students should periodically self-assess their progress.*

We believe that unless students periodically reflect on goals for themselves, not all opportunities in our program will be maximized. Benchmarks are presented below.

	[A] Coursework	[B] Work Based Learning	[C] Internship	[D] Participation & Leadership	Total
[1] Required Tier	8 pts.	4 pts.	9 pts.	4 pts.	25 pts.
[2] Expected Tier	6 pts.	27 pts.	15 pts.	2 pts.	50 pts.
[3] Encouraged Tier	Over 120 pts. of Opportunities to Choose				25 pts. + 100 pts. +

Targets by Grade: 9th: **25+** pts. 10th: **50+** pts. 11th (Pre-Internship): **75+** pts.

PROGRAM: COURSEWORK

The AOF Curriculum was created by Orchard Park School District educators in partnership with our local business partners and the National Academy Foundation. Courses are rigorous, relevant and include project-based learning, which is strongly encouraged by NAF.

Required Curriculum:

- Leadership Skills
- Integrated Computers I
- Accounting I
- Banking & Credit
- Integrated Computers II
- Personal Finance
- Economics (or AP Economics, Corporate Economics)



1 pt. per course

[2 pts. for Accounting I]

[Assumes 85% or above]

[Below 85% - ½ pt. per course
or 1 pt. for Accounting I]



Expected:

NYS CTE Endorsement

- If pursuing the New York State approved "Academy of Finance Career & Technical Education (CTE) Endorsement Sequence" for an Advanced Regents Diploma then at least **one** of the following: Accounting II, Marketing, Business Law

AND

- Passing Grade on Precision/MOS Exam



4 pts.

[2 pts. if Course Only Non-CTE]

2 pts. for Precision/MOS
Exam Passing Grade



PROGRAM: COURSEWORK

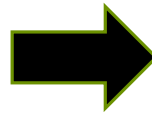
The AOF has partnered with local colleges to offer college credit for courses taken at OPHS or to earn credit for courses taken on college campuses. Many of these are offered at reduced or free tuition. Our current opportunities are described below.

Encouraged:



Erie Community College "Advanced Studies Program"

- In-school College Credit; Classes taught during the day by accredited ECC high school teachers; transcribed credit transferable to SUNY colleges and most two to four year colleges
- Personal Finance:
 - ECC Consumer Finance BU233 (3 hrs.)*
 - Integrated Computers I & II: ECC Intro to Microcomputer Apps DA106 (3 hrs.)*
 - Accounting I: ECC Accounting Principles I BU121 (4 hrs.)*
 - Business Law: ECC Introduction to Law PA205 (3 hrs.)*
 - Marketing: ECC Marketing I BU151(3 hrs.)*



1 pts. per

college credit hour*



Encouraged:



Bryant & Stratton College

- Tuition Free, Pay for Textbook Only
- "Jumpstart" Program

Encouraged:

Summer Programs – reduced tuition

- ECC On-line Summer Courses
- ECC Summer College Experience

PROGRAM: Work/ Project Based Learning

“Work-based learning is an instructional strategy that is a key component of preparing students for success in post-secondary education and careers. All work-based learning experiences involve interaction with industry or community professionals.” – NAF Guide to WBL

Required:

“Work-Based Learning In-school Student Conference”

- Annual basis (November)
- One full day agenda at OPHS
- Grade specific seminars
- Guest Speakers
- Hands-on activities
- Interaction with AOF Advisory Board members & Other Business Professionals



• • •
1 pt. per Year
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Expected:

Quaker Corner Bookstore



AOF Student in any Grade

- **Expectation: 1 Semester**
Employee in good standing at the DECA “Quaker Corner Bookstore” for 1 Semester as defined per DECA Advisors

= ½ Point per session
 (“before school” or “after school” session)

(Max. 36 pts. QC and/or QV)

**AOF Students must sign in to receive credit



Expected:

Quaker Vault Credit Union



AOF Student in any Grade

- **Expectation: 1 Year (2 Semesters)**
4 Lunch Periods per Quarter
(Open Tuesdays & Thursdays)

= ½ Point per 20 minute Period

(Max. 36 pts. QC and/or QV)

** AOF Seniors can also use to fulfill Open Campus Service requirement each quarter (9 periods = 180 minutes)**

PROGRAM: Work/ Project Based Learning

“Work-based learning refers to a continuum of activities, both in and outside the classroom, that provide opportunities for students to connect what they are learning in the classroom to the world of work; to learn about careers... education and training requirements...identify career interests and aptitudes, and to use the workplace for both learning and applying college and career readiness skills and knowledge.” – NAF Guide to WBL

Expected: Grade Specific Work Based Learning – 1 point per activity

Career Awareness, Exploration and Preparation

9th Grade

- Meeting Observations: Attend one AOF Advisory Board Meeting (during Homeroom)
- NAF Webquest Assignment*
- Advisory Board Mixer Assignment*
- Resume – Version #1*

*Started during Annual Conference

10th Grade

- Attend “Regional Conference Day” with WNY AOF students (e.g. NAF Regional WNY Field Trip or equivalent)
- Career Clusters Assignment*
- Resume – Version #2*

*Started during Annual Conference

11th Grade

- Mentor Meetings: Meet at least 2 times with assigned business mentor (after school) & submit documentation; Ranking Sheet
- Internship Research*
- Business Cards*
- Resume – Version #3*

*Started during Annual Conference

Encouraged: Project Based Learning – 5 points each [No Limit]

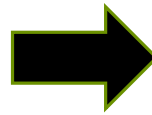
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| ○ Attend 1 Regional or State or International DECA Competition | ○ OPMS/ Elementary Financial Literacy Initiative – small group |
| ○ AOF Advisory Board Entrepreneurial Project – grant for an individual student | ○ Book Study (e.g. “Lean In for Graduates”) – small group |
| ○ Corporate Economics “OP Enterprises” Project (with AOF Director approval) | ○ Other...bring an idea to the AOF Director for consideration! |

PROGRAM: INTERNSHIP

Internships are the culmination of high school career preparation activities. Internships allow students to apply work-readiness and academic skills and learn specific occupational skills in a workplace setting. Internships can be paid or offer some form of compensation to students in order to provide an authentic work experience. Internships typically occur in 11th grade or in the summer between 11th & 12th grade but can start when the student turns sixteen. Students, teachers, families and the local business community are partners in this process.

Required:

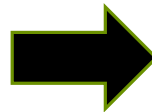
- Refer to separate overview document for internship details
- Approved by OPHS WBL Coordinator
- Internships can be secured through the professional networks of Advisory Board Members, Teachers, Coordinators, Families or Students



• • •
9 points
• • •

Encouraged:

- NAF "Gold Standard" Internship – achieve 180 hours compensated



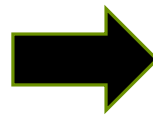
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9 points
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PROGRAM: INTERNSHIP

Expected:

Pre-Internship Responsibilities

- Attendance at Internship Meeting *(usually at the end of 10th Grade)*
- Timely submission of "Student Option/Preference Forms"
- Timely submission of "Mentor Ranking Form / Info Sheet"
- Timely submission of "Internship Research Activity"
- Mock Interview with Final Resume – *by Mentor, Advisory Board Member or Business Professional*

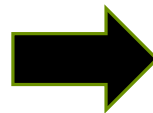


• • •
1 point Each
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Expected:

Post-Internship Responsibilities

- NYSED WBL Requirements:
 - Requirements Met & Internship Evaluation Submitted to WBL Coordinator (Course Credit received)
- Internship Presentation:
 - Presentation to the AOF Advisory Board during Homeroom



• • •
5 points Each
• • •

PROGRAM: PARTICIPATION OPPORTUNITIES

The AOF strongly encourages students to take an active role within the Academy through team building, fundraising, AOF spirit and school service opportunities.

Required: September Class Meetings - 1 pt. per Year

Expected: New Student / Parent Night - 2 points

Encouraged:

Team Building:

Attend...

- Lasertron Outing
- Family Bandits Game
- Golf Outing
- Other Planned Events

Academy Spirit:

- "AOF Homecoming Carnival Booth" – show up & support
- "Finance Friday" – wear your AOF shirt or fleece on one of our designated spirit days (1 pt. each)

Attend...

- Bi-annual Alumni Night mixer (11th or 12th grade only)

Fundraising:

- "Annual Student Fundraiser" - Sell & help fund your ISA account
- Periodic Advisory Board Fundraiser (e.g. Bandits Game Fundraiser)

Financial Literacy Promotion:

- Open & maintain a Quaker Vault Savings Account

School Service:

Examples of events AOF members have participated in....

- State Farm "Celebrate My Drive" Safe Driving Campaign
- UNYTS "Donate for Life" Blood Club Drives (Periodically)



2 pts. each per year (No Limit)

PROGRAM: LEADERSHIP OPPORTUNITIES

The AOF strongly encourages students to volunteer for periodic Leadership opportunities that will be communicated to them. To receive point for these items, students must submit a leadership tracking form to the AOF Director. In addition, they should also journal or track these opportunities throughout their time in the AOF. It is also recommended that they routinely add these to their resume and reference them on any future scholarship or college applications.

Encouraged:

Some of the past opportunities include but are not limited to the following:

- Student speakers at Academy events (e.g. New Student/Parent Night, Student Conference)
- Assist with presenting AOF program to potential 8th grade applicants at OPMS
- Help lead or co-lead any AOF Event (e.g. Team Building; Homecoming, etc.)
- Volunteer at or for AOF Events (e.g. New Student/Parent Night; Meet & Greet Mixer, Student Conference)
- Create a thorough, professional "LinkedIn" Profile (Senior Year)
- DECA Officer, Quaker Vault Manager, OP Enterprises Officer

Any other opportunity communicated to students throughout the year



3 pts. each (No Limit)

