

Career and Technical Education

Student Handbook

2020-2021

Updated August 2020



Dear Students and Parents,

Thank you for being part of an exciting and challenging program here at Northwest ISD. The Career and Technical Education program is focused on preparing students for their next steps in their postsecondary journey.

As the career and technical education branch of one of the best and most sought-after districts in North Texas, Northwest Independent School District CTE combines robust academics and career-minded education to deliver a real-world competitive advantage. The district serves a diverse student body, expanding opportunities for college and career success. In partnership with parents, business leaders, and the community, Northwest Independent School District CTE challenges all students to aspire to their full potential, advance with rigorous academic and technical skills, and achieve a real-world competitive advantage.

By choosing to fully engage in the nearly 30 different opportunities offered in Northwest ISD, you are choosing an educational experience like none other. We are committed to providing personalized learning in superior educational settings with the most professional staff. We thank you for your commitment and look forward to partnering with you this year.

Sincerely,

CyLynn Braswell
Executive Director for College, Career Readiness & Innovation

Top 10 Aspirations for CTE Students

CTE classrooms are a professional learning environment where students utilize academic and technical skills. Students enrolled in these rigorous courses should adhere to a general code for conduct every day.

- CTE students take initiative in their learning and provide self-direction when appropriate.
- CTE students take pride in their work and manage their time to meet their own expectations of a well thought out plan.
- CTE students are always aware of their surroundings and self-regulate their behavior.
- CTE students wear appropriate uniforms/dress and ID Badges in the learning environment.
- CTE students professionally communicate in all forms of written, oral, and non-verbal.
- CTE students are active learners who value both giving and receiving constructive feedback.
- CTE students promote an environment of trust and productively engage in team activities.
- CTE students set goals for their future and consistently seek opportunities for their next steps in their career choices.
- CTE students seek opportunities to make healthy and helpful choices for themselves and lead by example in their learning community.
- CTE students understand their personal responsibilities to the physical and emotional learning environment in which they learn and the necessity of providing diligent care for such an environment.

Alternative Learning

Students who fail in meeting the daily aspirations of a CTE student may face adverse consequences. These consequences may include a learning environment change such as placement in ISS, OSS, DAEP, or JJAEP. Should placement in an alternative learning environment occur for a student enrolled in one of the following CTE programs additional consequences may apply.

- Advanced Academic Career Academies
- Student Practicum/Internship Program
- Education & Coaching Program
- Early Childhood Development
- Career Preparation Program

Due to the nature of the previously mentioned CTE programs students who are placed in alternative learning settings may be unable to fulfill the requirements of the program.

Academies and Pathways:

Agricultural Design and Fabrication

Agricultural Sciences

Architectural Design

Aviation and Aeronautics Academy

Biomedical Sciences Academy

Business Administration

Business Management and Entrepreneurship Academy

Collegiate Academy

Cosmetology Academy

Counseling and Mental Health

Creative Media Production Academy

Culinary Arts and Hospitality Academy

Digital Media

Early Childhood Development

Education and Coaching

Emergency Medical Technician

Engineering Dynamics

Floral Design

Health Sciences

Information Technology

Interior Design

Investment Banking and Finance

Marketing Dynamics

Microsoft Master

Software Design and Development

STEM Academy

Veterinary Medicine

Certifications

Certiport	Other Certifications
<p><u>Microsoft Office Specialist Associate</u></p> <ul style="list-style-type: none">• MOS Associate - Word 2019• MOS Associate - PowerPoint 2019• MOS Associate - Excel 2019• MOS Associate - Access 2019• MOS Associate - Outlook 2019	<p><u>Agriculture, Food, and Natural Resources</u></p> <ul style="list-style-type: none">• Floral Design<ul style="list-style-type: none">○ Texas State Florists Association Knowledge Based Certification○ Texas State Florists Association Level 1 Certification○ Texas State Florists Association Level 2 Certification○ Precision Exams Floriculture Certification• Certified Veterinary Assistant Level 1• American Welding Society D9.1 Certification
<p><u>Microsoft Office Specialist - Expert</u></p> <ul style="list-style-type: none">• MOS – Expert - Word 2019• MOS – Expert - Excel 2019• MOS – Expert – Access 2019	<p><u>Culinary and Hospitality Academy</u></p> <ul style="list-style-type: none">• ServSafe Manager
<p><u>Business Marketing and Finance</u></p> <ul style="list-style-type: none">• Communication Skills for Business• Entrepreneurship and Small Business• Intuit QuickBooks – Certified User	<p><u>Education and Training</u></p> <ul style="list-style-type: none">• Early Childhood Education 1
<p><u>Microsoft Technology Associate (MTA)</u></p> <ul style="list-style-type: none">• Developer Exams<ul style="list-style-type: none">○ Introduction to Programming Using Java○ Introduction to Programming Using HTML and CSS○ Introduction to Programming Using JavaScript○ Introduction to Programming Using Python○ Introduction to Programming Using Block-Based Languages○ HTML5 Application Developer Fundamentals○ Software Development Fundamentals○ Cloud Fundamentals○ Mobility and Device Fundamentals• Database Exams<ul style="list-style-type: none">○ Database Administration Fundamentals• IT Professional Exams<ul style="list-style-type: none">○ Security Fundamentals○ Networking Fundamentals○ Windows Operating System Fundamentals○ Windows Server Administration Fundamentals	<p><u>Health Science</u></p> <ul style="list-style-type: none">• Certified Medical Assistant (CMA)• CPR<ul style="list-style-type: none">○ Heartsaver○ Basic Life Support (BLS)• Emergency Medical Technician (EMT)• OSHA 10 Healthcare• OSHA 30 Healthcare
<p><u>Adobe Certified Associate</u></p> <ul style="list-style-type: none">• Photoshop• Illustrator• InDesign• Premiere Pro	<p><u>Information Technology</u></p> <ul style="list-style-type: none">• CompTIA Fundamentals• CompTIA A+• CompTIA Networking• Certified Entry-Level Python Programmer (PCEP)• Certified Associate in Python Programming (PCAP)• Intro to Programming Using JavaScript• Exploring Computer Science• TestOut• Computer Programming• Computer Programming IA• Computer Programming IB• Computer Programming II (Java)
<p><u>Autodesk</u></p> <ul style="list-style-type: none">• Autodesk Certified User: Revit® Architecture	<p><u>STEM</u></p> <ul style="list-style-type: none">• Autodesk Certified User: Revit® Architecture• Autodesk Certified User Inventor• Autodesk Certified User AutoCAD Architecture

- Autodesk Certified User Inventor
- Autodesk Certified User AutoCAD Architecture
- Autodesk Fusion 360

- Autodesk Fusion 360
- SolidWorks
- LEED Certification

General

- Leadership Principles
- 21st Century Skills
- Soft Skills
- Career Skills Certifications
 - Career Skills Certification in Accounting
 - Career Skills Certification in Word Processing Basics
 - Career Skills Certification in Word Processing
 - Career Skills Certification in Computer Technology
 - Career Skills Certification in Business Law
- OSHA
 - OSHA 10-Hour Healthcare Certification
 - OSHA 10-Hour General Industry Certification
- Teen Living

Northwest Independent School District Career & Technical Education Non-Discrimination Notice

The Northwest Independent School District offers career and technical education programs in Agriculture, Food & Natural Resources, Architecture & Construction, Arts, A/V Technology & Communications, Business Management & Administration, Education & Training, Finance, Health Science, Human Services, Information Technology, Law, Marketing, STEM, Technology Applications/Information Technology, and Transportation, Distribution & Logistics. Admission to these programs is based on open enrollment for all pathways. School of choice academies require additional requests.

It is the policy of the Northwest Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Northwest Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The Northwest Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Mary Seltzer, at mseltzer@nisdtx.org, 817-215-0968, and/or the Section 504 Coordinator, Victoria Cole, at victoria.cole@nisdtx.org, 817-698-1067.

Northwest Independent School District ofrece programas de educación técnica y vocacional en Agricultura, Alimentos y Recursos Naturales, Arquitectura y Construcción, Artes, Tecnología A/V y Comunicaciones, Administración y Administración de Empresas, Educación y Capacitación, Finanzas, Ciencias de la Salud, Servicios Humanos, Tecnología de la Información, Derecho, Marketing, STEM, Tecnología Aplicaciones/Información Tecnología y Transporte, Distribución y Logística. La admisión a estos programas se basa en la inscripción abierta para todas las vías. Las academias de la escuela de elección requieren solicitudes adicionales.

Es norma de Northwest Independent School District no discriminar en sus programas, servicios o actividades vocacionales por motivos de raza, color, origen nacional, sexo o impedimento, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; Título IX de las Enmiendas en la Educación de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Es norma de Northwest Independent School District no discriminar en sus procedimientos de empleo por motivos de raza, color, origen nacional, sexo, impedimento o edad, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; Título IX de las Enmiendas en la Educación, de

1972, la ley de Discriminación por Edad, de 1975, según enmienda; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Northwest Independent School District tomará las medidas necesarias para asegurar que la falta de habilidad en el uso del inglés no sea un obstáculo para la admisión y participación en todos los programas educativos y vocacionales. Para información sobre sus derechos o procedimientos de quejas, comuníquese con el Coordinador del Título IX, Mary Seltzer, en mseltzer@nisdtx.org, 817-215-0968, y/o el Coordinador de la Sección 504, Victoria Cole, at victoria.cole@nisdtx.org, 817-698-1067.

Overview of the Advanced Academic Academies of Northwest ISD

The Advanced Academics Academies of Northwest ISD include a comprehensive four-year plan ideal for students interested in preparing for entry-level employment, an associate degree, a baccalaureate degree, and/or other types of advanced training.

An academy is a four-year pre-determined sequence of courses that allow students to immerse themselves in a field of their interest through hands-on learning opportunities, field-based experiences, and internships. NISD academies provide students with the knowledge, training, and confidence to prepare for college and careers.

Frequently Asked Questions

Who can request enrollment to an advanced academic academy?

Incoming 9th-grade students may request enrollment in any one of the district academies. Students who are new to NISD may request enrollment in any academy upon registration.

How do I request enrollment for entrance into an advanced academic academy?

Enrollment requests may be obtained at our website at www.nisdtx.org/cte

Will I be able to participate in an advanced academic academy and extra-curricular or other elective courses such as football, Ag, or band?

Each advanced academic academy offers different opportunities for the course sequence. Careful planning in middle school can expand high school opportunities. For example, taking certain high school courses while still in middle school can create additional electives in high school.

What if I want to attend an advanced academic academy that is not offered at my home campus?

You will have the opportunity to transfer to the campus of the advanced academics academy for which you were accepted to participate in an advanced academics academy. This will become your home campus.

Will the district provide transportation if I want to transfer in order to participate in an advanced academic academy?

Yes, bus transportation will be provided both to and from school at regular school hours. Transportation will not be provided for out of district transfer students.

If I am enrolled in the Cosmetology Academy at James Steele Accelerated High School, do I also need to complete an enrollment request to Steele HS?

No. if you are enrolled in the Cosmetology Academy, located at Steele, you will automatically be enrolled at Steele High School.

NISD Academy Overview

Aviation and Aeronautics Academy

V.R. Eaton High School

If you like aviation, flight, electronics, advanced academics, and college courses then the AAAS program could be the right fit. Students who want to experience college early in the field of aeronautics and aviation are encouraged to see what the program has to offer. Aviation and Aeronautics Academy offers dual enrollment opportunities in partnership with affordable premiere secondary institutions to begin building your education towards an exciting career in aviation.

Biomedical Sciences Academy

Byron Nelson High School

The challenging and relevant four-course PLTW Biomedical Science sequence allows students to investigate the roles of biomedical professionals as they study the concepts of human medicine, physiology, genetics, microbiology, and public health. Students engage in activities like investigating the death of a fictional person to learn content in the context of real-world cases. They examine the structures and interactions of human body systems and explore the prevention, diagnosis, and treatment of disease, all while working collaboratively to understand and design solutions to the most pressing health challenges of today and the future.

Business Management and Entrepreneurship Academy

V.R. Eaton High School

The Business Management and Entrepreneurship Academy is an in-school entrepreneurship and business management program that trains students how to ideate, create, and operate a business. This academy partners with leading organizations and institutions that provide authentic professional skill development experiences in an environment modeled after the corporate workplace. By learning about the day-to-day operations of a company, students not only develop business skills and an entrepreneurial mindset, but they also identify career pathways that align with their interests, talents, and aspirations. BME graduates are the global learners prepared to find authentic solutions for the challenges of tomorrow.

Collegiate Academy

Steele Accelerated High School

The Collegiate Academy allows students to complete high school and earn up to 51 college hours or an Associate's degree from North Central Texas College (NCTC) or Tarrant County College (TCC) at the same time! Students will enroll in dual-credit college coursework with college professors and will work with an NCTC or TCC mentor and college coach.

Cosmetology Academy

Steele Accelerated High School

The Academy of Cosmetology provides students with a sequence of courses that offer a range of opportunities for employment in the salon industry. The cosmetology academy is a state licensing program that allows students the opportunity to train in a modern salon while providing job-specific skills for employment in the cosmetology industry. The academy also meets the Texas Department of Licensing and Regulation requirements for licensure upon passing the state examinations. Students will be certified cosmetologists upon successful completion of the academy requirements.

Creative Media Production Academy

Northwest High School

The Creative Media Production Academy offers students an immersive experience in television broadcasting, film study, graphic design and commercial photography. Students in this academy program of study will have the opportunity to work in a national award-winning television production program known as NHSTV. They will also learn how to design and create logos, flyers, posters, and other graphic design projects. In commercial photography they will learn all about being a professional photographer while doing portrait, nature, sports, and product photography. This academy will prepare you for the workforce and help you get your career started while still in high school!

Culinary Arts and Hospitality Academy

Byron Nelson High School

The Academy of Culinary Arts and Hospitality offers students an opportunity to experience culinary arts and hospitality in a “hands-on” laboratory environment while maintaining a comprehensive high school education. Under the supervision of industry professionals, students will learn culinary skills in our state-of-the-art commercial kitchen and bistro. Students will also receive industry experience in hospitality services by performing both on-site and off-site rotations through all departments at area hotels, restaurants, and other participating venues.

STEM Academy

Northwest High School

The Science, Technology, Engineering, and Mathematics Academy is designed for students who are interested in the field of engineering, math, or science. The STEM Academy is a small learning community. Students will take the majority of their classes within the academy setting. The STEM Academy offers a unique classroom experience by incorporating cross-curricular projects and authentic learning experiences that are not part of a traditional classroom. Rigorous coursework and Problem-Based Learning will allow students to acquire skills that are critical to success in college and in STEM career fields. The academy offers a wide variety of Project Lead the Way (PLTW) engineering courses designed by engineers for high school students.

Career and Technical Education Code of Ethics

In order to establish and maintain a high level of quality and value in the Academies of Northwest ISD, an academy code of ethics has been developed for students participating in the academies. These standards are supplemental to the Northwest ISD Code of Ethics. It is the desire of the district and faculty to provide students with opportunities to excel in their academic studies.

Since advanced academic academy students will have opportunities to visit academy business partners in the field, it is imperative that they represent the district and their respective high school in a dignified manner. The following rules comprise the code of ethics for all students participating in the Academies of Northwest ISD. Failure to accept and comply may result in termination from the academy program.

1. Students will represent themselves, their peers, Northwest ISD, Byron Nelson High School, James Steele Accelerated High School, Northwest High School, and V.R. Eaton High School in a professional manner at all times while enrolled in the academy.
2. Students will comply with all school, classroom, and academy rules, in addition to obeying the Northwest ISD Code of Conduct.
3. Students will follow all academy dress codes and exhibit good taste in appearance and social behavior on campus or in the field.
4. Students will recognize that school district funds have been provided to purchase equipment and curriculum for each academy. Students are expected to take special care of these assets.
5. Students will be expected to commit to activities, meetings, field trips, and/or internships outside of normal school hours as required by each academy.
6. While not required, students are expected to remain in the academy program through their senior year. This helps ensure that they receive the full benefit of the academy and allows more opportunities for student internships and practicums.

Advanced Academic Academy Policies and Procedures

Academy Candidates

Advanced Academic Academies are open to any incoming 9th grader who is enrolled in and resides in Northwest Independent School District. The academy program immerses a student in four years of rigorous training and experience in the academy area of study. Students may enter any NISD academy at the beginning of the 9th grade. Students who wish to join an academy after the beginning of their 9th-grade year may choose one of the academies available at their campus or the Collegiate Academy.

Academies are designed for students who have a strong interest and a desire to focus on an academy area of study throughout their time in high school. Students who wish to explore career and technical education fields without the emphasis on one program should consider one of the exploratory career pathway courses available at their high school.

Enrollment Request Process

An enrollment request form is available at www.nisdtx.org/cte. Students will be placed annually each spring for the next Fall enrollment. Request forms are open periodically throughout the year however, placement is not guaranteed due to limited seat availability. Students seeking enrollment opportunities in an Advanced Academic Career Academy should have a strong work ethic and desire to be academically challenged in this unique professional setting.

Academy Boundaries

The district academies are located at four high school campuses in Northwest ISD- Byron Nelson High School in Trophy Club, James Steele High School in Roanoke, Northwest High School in Justin, and V.R. Eaton High School in Haslet.

If you are enrolled in an academy that is located at a different campus than **your home campus**, you will transfer to the campus where the academy is located. This will become your home campus for all classes and extracurricular activities. Transportation will be provided to and from the hosting campus. All extracurricular activities are subject to UIL eligibility rules for transfers.

****Students who transfer to a campus for the purpose of attending an academy must return to their assigned home campus upon withdrawing from an academy.**

Attendance

Attending school every day should be a top priority to ensure success in an academy. Excessive absences will adversely affect the overall academic success for academy students because work missed is often hands-on and interactive – which is difficult to make up.

Behavior

The Academies of Northwest are programs that afford unique learning opportunities. Academy students have multiple opportunities to interact with business and industry professionals representing the academy and the school district. It is paramount that exemplary behavior is practiced and exhibited in class and during all academy functions. Failure to meet the behavioral expectations of the academy may result in dismissal from the academy. Any student who has discipline situations arise is subject to a parent conference, academy-imposed probation regarding extra-curricular activities and/or dismissal from the academy.

Extra-Curricular Activities

With careful planning, beginning in middle school, students should be able to participate in band, athletics, drill team, and other extra-curricular activities as well as an academy. Counselors will work with students to help them complete all graduation requirements. Summer opportunities may be available to your students.

Equipment

To properly train our students, all academies feature equipment/tools used by today's industry professionals. Students will be trained to use and properly care for equipment. Students should always respect and care for all equipment.

Graduation Stoles

Students who have met the qualifications for graduation from an academy are eligible to graduate with an Academy Stole. Official academy stoles are the only academy stoles allowed at graduation for Northwest ISD.

If a student transfers out of an academy, they are not eligible for a stole for graduation. For example, if a student completes three years in the Culinary Academy and then withdraws from the academy the student is not eligible for a graduation stole from the academy.

Special Programs Center

Academy students who are referred to the Special Programs Center (DAEP) will continue to be enrolled in their NISD provided courses. Students will be responsible for contacting their teachers and the academy facilitator throughout their placement to ensure completion of requirements.

Once a student is placed at SPC, the facilitator will meet with (in person or through video conference) the student to create a plan of action and sign an agreement regarding their return to the academy. Students must complete all required work and be on track to rejoin the academy course at their own campus.

Students who are enrolled in face-to-face dual credit courses that are offered during the school day will be required to withdraw from their dual credit courses. Based on the provider timeline this withdraw could negatively impact the college transcript. Tuition fees are not refundable.

Once a student is eligible for placement back on the campus, the following administrators will convene to discuss student placement.

- Campus Principal or Campus AP over CTE/Academies
- Academy Facilitator with input from academy instructors
- Input from SPC administration
- Student's Counselor

Facilitators will be asked to document the quality of student work, as well as the assignments required going forward in order for that student to continue with placement in the academy.

Once reviewed by the committee a determination for placement into the academy will be made and all parties will be notified.

Students approved for return to the academy will be on probation with the academy for one calendar year. In that time the student must maintain their grades, receive no disciplinary assignments such as ISS, OSS or DAEP, or JJAEP. If the discipline of this nature should occur within the following 12 months, the student would no longer be eligible for academy placement and would be removed from the academy.

Withdrawal

Withdrawals will only occur during the first 10 days of school OR ~~at~~ at the end of a semester. Any student desiring to withdraw from an academy, for any reason, must schedule a meeting with the Academy Facilitator and include his/her parent/legal guardian to discuss the reason(s) for the withdrawal request. After this meeting, the student will receive a form, which must be signed by the Academy Facilitator, student and parent/legal guardian. Facilitators will coordinate with campus and district staff to ensure that the student is attending their home campus after withdrawal.

***If the student is a transfer student, they will be required to return to their home campus.**

Students who leave an academy for any reason will not be allowed to rejoin the same academy or apply to a new academy. All extracurricular activities are subject to UIL eligibility rules for transfers. Leaving an academy can be defined as moving from the district, parent/student request, removal due to probation status, grades, behavior or attendance and other reasons specific to career area of choice.

Probation

Probation is a tool to help students meet and maintain the high expectations of academics, behavior, and attendance. Students may be placed on probation for various reasons including but not limited to: academics, behavior, and excessive absences. The goal of probation is student growth and student success.

Parents are expected to be a part of the support team consisting of the student, parent, teacher, and facilitator to help a student achieve the goals of the academy.

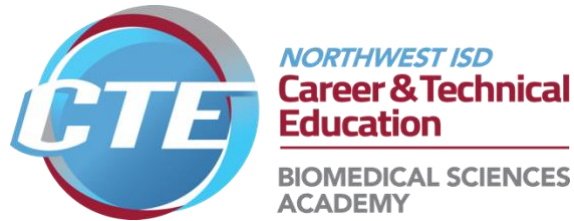
Steps of Probation:

- a. Student Support Meeting - A student support meeting will be held when a student has earned a grade on the progress report is a 75 or below, has behavior concerns, or attendance issues. The student will formulate a plan, that may include tutorials, to ensure his/her success. The notes from the student meeting will be emailed to parents/students.
- b. Probation Meeting – the student, teacher, and/or facilitator will meet to discuss the student's grades and progress. The student will be placed on probation after earning a grade below 70 on the Report Card, excessive behavior/attendance issues and will either create or modify their plan for success. The notes from the probation meeting will be emailed to parents/students.
- c. Progress Meetings - the student and teacher will meet every three weeks to revisit the student's plan of action with the goal of student achievement and growth always paramount in the decision-making process.

- d. Removal from Probation - the student must have a 75 or above in each of their academy classes, improved behavior/attendance and meet the terms of probation set during their meeting(s) and plan of action formation. Terms could include required tutorials. The student and teacher will meet to end the probation. The meeting notes will be emailed to parents/students.

**After the first Progress Report in the last quarter the student's grades will be assessed. If the student is at risk of not earning credit in the academy course for the year, parents will be notified immediately by phone.*

***Parents are encouraged to request a meeting at any time in this process to help build a team approach to student success.*



Biomedical Sciences Academy Addendum

Biomedical Sciences Academy Grading Guidelines

Due to the unique learning environment of the Biomedical Sciences Academy, the grading policy varies in some ways from the NISD Grading Guidelines. The differences are described in this document along with clarification on the use of rubrics in the Biomedical Sciences Academy classes.

This document provides revisions for four key parts of the NISD grading policy.

1. Communication
2. College and Career Readiness Skills
3. Projects/Rubrics
4. Late Work

Any item not addressed in this addendum is addressed in the regular NISD grading policy.

Communication

Students and parents are encouraged to check the Home Access Center regularly and communicate with teachers regarding questions about a student's grades. Parents will be notified by the teacher, if students earn a 75 or below, at the IPR and RC. In addition, teachers will meet with all students who are not being successful at each IPR/RC to discuss an action plan. The action plan will include steps to support student learning by setting up tutorials, implementing organization/time management tools and other supports as needed.

Teachers will meet the district guidelines regarding the timeliness of entering grades and will respond to questions from parents or guardians within 1 business day.

College and Career Readiness Skills

Students will earn a summative grade each grade period based on their College and Career Readiness (CCR) skills in each class. CCR skills include the student's preparedness for class, focus and use of class time, professional communication with peers/teacher, teamwork/collaboration, treatment of materials/equipment.

The grade will be split into two grades per grading period. Facilitators will input a grade before the IPR and another before the RC. Each grade will be out of 100 points but only worth half (.5).

Facilitators will be responsible for keeping up with the Professional Skills of each student on a daily basis. The CCR rubric should be used to "tally" the skills with notes defining each deduction. **Students should not be "blind-sighted" by their CCR grades.** Once the grade has dipped below an 80, *teachers need to have a brief, informal meeting* with the student to ensure they are aware of the consequences of their behavior and notify parents of the concerns. Students or parents can request a CCR update at any point and do not need to wait until the end of the IPR/RC.

Projects

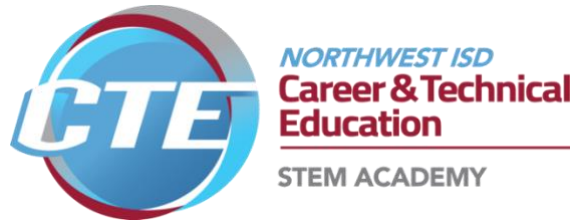
The Biomedical Sciences Academy uses problem-based learning (PBL) to enhance student learning. PBLs vary in length and depth. Because of this, some projects in the academy classes may be part of multiple grading periods or the entire semester. Thus, some grades will reflect progress over multiple grading periods.

The Biomedical Sciences Academy teaches and assesses the TEKS as well as Professional Skills. These include critical thinking, oral communication, teamwork and collaboration, written communication, creativity, technology use, and work ethic. Rubrics will be used by all teachers to ensure students and parents are aware of the requirements of the final product/presentation. Summative long-term assessments with rubrics are not eligible for redo/retake. Only formal summative exams can be retaken. The score obtained on the redo of a summative exam will be counted as the final score.

Late Work

Academy coursework is designed and structured to scaffold concepts daily throughout the rigorous course pacing. Students that wait to submit missing work for 1 - 2 weeks are significantly hindered in their ability to connect and understand current topics due to a lack of previous content.

When an assignment is submitted after the deadline, a penalty of 30 points will be deducted. After 5 class days, the assignment is accepted for feedback only and the grade is a 0.



STEM Academy Addendum

Grading Policy

The Northwest ISD STEM Academy follows the district grading policy. STEM has received district approval for clarifications due to the uniqueness of the academy courses.

- Long-term Projects/ Engineering Notebooks with rubric/teacher feedback are not eligible for re-do
- College and Career Readiness Skills are assessed for a Summative grade each six weeks

The STEM Academy teaches and assesses the Texas Essential Knowledge and Skills (TEKS) as well as Success Skills. These include oral communication, teamwork and collaboration, written communication, creativity, use of technology, and work ethic. Each PBL will have a specific rubric for the final products and presentations to communicate expectations of products and presentations prior to due dates.

The STEM Academy uses problem-based learning (PBL) to enhance student learning. Real-world problems take a varying amount of time to solve so our PBLs vary in length and depth. Because of this, some projects in STEM classes may be part of multiple six weeks or the entire semester. Thus, some grades will reflect progress over multiple grading periods.

Regardless, each course will still have the required number of summative and formative assessments in the gradebook per district grading guidelines.

Facilitators incorporate numerous benchmarks in each PBL to provide teacher/peer feedback. Because each element of the final product is turned in for feedback more than once (including formative assessments, practice presentations and rough drafts), final products are not eligible to be resubmitted for a higher grade but will always receive facilitator feedback.

In the STEM Academy, we incorporate professional skills (communication, critical thinking, teamwork, work ethic, innovation, etc.) into our courses. STEM students will be gaining skills throughout all STEM contents and PBLs. Teachers will use a "College and Career Readiness" score to help students learn work ethic in the workplace. Students will earn a grade each marking period named "CCR" that will reflect their work ethic in the classroom. This grade will

be a summative weighted .5 at the IPR and a summative weighted .5 at the RC - totally one summative. Students will be aware of their grade on a daily basis and students/parents may always ask for feedback from the teacher. Students and parents will be notified when the CCR drops below an "85."