



NISD Academy Handbook

Student Handbook

Updated August 2023



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,

Kelley Broughton
Director for Career & Technical Education (CTE)

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.

- Academies
- Career Preparation Program
- Education & Coaching Program
- Early Childhood Development
- Practicum/Internship 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.

CTE Career Clusters and Programs of Study:

Agriculture, Food, and Natural Resources

- Animal Science
- Applied Agricultural Engineering
- Plant Science

Architecture and Construction

- Architectural Design

Arts, Audio/Video Technology and Communications

- Creative Media Production Academy*
- Design and Multimedia Arts
- Digital Communications

Business, Marketing, and Finance

- Accounting and Financial Services
- Business Management and Entrepreneurship Academy*
- Business Management

Education and Training

- Early Learning
- Teaching and Training

Health Science

- Biomedical Sciences Academy*
- Healthcare Diagnostics
- Healthcare Therapeutic

Hospitality and Tourism

- Culinary Arts and Hospitality Academy*

Human Services

- Cosmetology Academy*
- Family and Community Services

Information Technology

- Networking Systems

Manufacturing

- Advanced Manufacturing Machinery Mechanics

Science, Technology, Engineering, and Mathematics

- Programming and Software Development
- STEM Academy*

Transportation, Distribution, and Logistics

- Aviation and Aeronautics Academy*

*Multiple Programs of Study may exist in each Academy

CTE Industry Certifications

Agriculture, Food, and Natural Resources

- Animal Science
 - OSHA 10-hour
 - Certified Veterinary Assistant, Level 1
- Applied Agricultural Engineering
 - OSHA 10-hour
 - American Welding Society Certified Welder
- Plant Science
 - OSHA 10-hour
 - Texas State Florists' Association Knowledge Based
 - Texas State Florists' Association Level 1
 - Texas State Florists' Association Level 2

Architecture and Construction

- Architectural Design
 - OSHA 10-hour
 - Autodesk Revit
 - Autodesk AutoCAD

Arts, Audio/Video Technology and Communications

- Creative Media Production Academy*
 - Adobe Photoshop
 - Adobe Illustrator
 - Adobe Premiere Pro
- Design and Multimedia Arts
 - Adobe Photoshop
 - Adobe Illustrator
 - Adobe Premiere Pro
- Digital Communications
 - Adobe Photoshop
 - Adobe Illustrator
 - Adobe Premiere Pro

Health Science

- Biomedical Sciences Academy*
 - Biotechnician-Assistant (BACE)
 - Basic Life Support CPR
 - Microsoft Office Associate Excel
- Healthcare Diagnostics
 - OSHA 10-Hour
 - Heartsaver CPR and First Aid
 - Emergency Medical Technician (EMT)
 - Basic Life Support CPR
- Healthcare Therapeutic
 - OSHA 10-Hour
 - Heartsaver CPR and First Aid
 - Certified Medical Assistant (CMA)
 - Certified EKG Technician
 - Basic Life Support CPR

Hospitality and Tourism

- Culinary Arts and Hospitality Academy*
 - SerSafe Food Handler
 - SerSafe Manager
 - Culinary Arts Level 1 Certificate TCC
 - Certified Fundamentals Cook - American Culinary Federation

Human Services

- Cosmetology Academy*
 - OSHA 10-Hour
 - BARBICIDE
 - Eyelash Extension
 - Texas Cosmetology License
- Family and Community Services
 - Community Health Workers (CHW)

Business, Marketing, and Finance

- Accounting and Financial Services
 - Communication Skills for Business
 - Intuit Quickbooks
- Business Management and Entrepreneurship Academy*
 - Microsoft Office Associate PowerPoint, Word, & Excel
 - Microsoft Office Expert Excel & Word
 - Communication Skills for Business
 - Entrepreneurship & Small Business
 - CareerSafe Interview Skills
 - OSHA-10 hour
- Business Management
 - Microsoft Office Associate PowerPoint, Word, & Excel
 - Communication Skills for Business
 - Entrepreneurship & Small Business

Education and Training

- Early Learning
 - Heartsaver CPR and First Aid
 - Educational Aide 1
- Teaching and Training
 - Heartsaver CPR and First Aid
 - Google Certified Educator
 - Educational Aide 1

Information Technology

- Networking Systems
 - Information Technology Specialist: Networking

Manufacturing

- Advanced Manufacturing Machinery Mechanics
 - Certified SolidWorks Associate

Science, Technology, Engineering, and Mathematics

- Programming and Software Development
 - Certified Entry-Level Python Programmer (PCEP)
 - Certified Associate in Python Programming (PCAP)
- STEM Academy*
 - Autodesk AutoCAD
 - Autodesk Revit
 - Autodesk Fusion 360

Transportation, Distribution, and Logistics

- Aviation and Aeronautics Academy*
 - Certifications vary by program
 - FAA Private Pilot
 - FAA Small Unmanned Aircraft
 - FAA AMT-General

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, Marketing & Finance, Education & Training, Health Science, Hospitality & Tourism, Human Services, Manufacturing, Information Technology, STEM, 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 Director of Student Affairs and Title IX Coordinator, Cynthia Bauter, Ed. D., at cynthia.bauter@nisdtx.org, 817-215-0567, and/or the Section 504 Coordinator, Lila Vasquez, at lilia.vasquez@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, Negocio, Márketing y Finanzas, Educación y Capacitación, Ciencias de la Salud, Hospitalidad y Turismo, Servicios Humanos, Fabricación, Tecnología de la Información, Ciencia Tecnología, Ingeniería y Matemáticas 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 garantizar que la falta de dominio del idioma inglés no sea una barrera para la admisión y la participación en todos los programas vocacionales y educativos. Para obtener información sobre tus derechos o procedimientos de presentación de reclamos, comunícate con Cynthia Bauter, Ed. D. (directora de asuntos estudiantiles y coordinadora del Título IX) escribiendo a cynthia.bauter@nisdtx.org o llamado al 817-215-0567, y/o Lila Vásquez (coordinadora de la Sección 504) escribiendo a lilia.vasquez@nisdtx.org o llamando al 817-698-1067.

Overview of the Academies of Northwest ISD

The 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 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. * Cosmetology Students will request enrollment in the Fall of their sophomore year to enter as Juniors.

How do I request enrollment for entrance into an academy?

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

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

Each 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 academy that is not offered at my home campus?

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

Will the district provide transportation if I want to transfer in order to participate in an 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 the Early College 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 remain at your home campus for the remainder of your classes.

NISD Academy Overview

Aviation and Aeronautics Academy

V.R. Eaton High School

If you like aviation, flight, electronics, academics, and college courses then the Aviation Academy 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.

Cosmetology Academy

Steele Early College High School

The Cosmetology Academy 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. Graduates may become certified cosmetologists upon successful completion of the academy requirements. Students may stay enrolled at the home

campus while also attending the Cosmetology Academy during their last two years of high school.

Creative Media Production Academy

Northwest High School

The Creative Media Production Academy offers students an immersive experience in television broadcasting, graphic design and commercial photography, and yearbook. 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. Yearbook is offered in the academy as students use their graphic design and photography skills to create the annual publication. 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 Culinary Arts and Hospitality Academy offers students an opportunity to experience culinary arts and hospitality in a “hands-on” laboratory environment while maintaining a comprehensive high school education. The Academy is a four year sequential program that begins dual credit in 9th grade. Under the supervision of industry professionals, students will learn culinary and hospitality 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 events and 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 - including core classes like English, math and science. 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 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, Early College High School, Northwest High School, and V.R. Eaton High School in a professional manner while on campus or at school sponsored events 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.

Academy Policies and Procedures

Academy Candidates

NISD operates 7 Academies. Six of them are open to any incoming 9th grader who is enrolled in and resides in Northwest Independent School District. These academy programs offer an immersive experience consisting of four years of rigorous training and experience in the academy area of study. Students may request enrollment in any of the six four-year academies while they are in 8th grade and, if placed, will begin in the Academy at the start of their 9th grade year. 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.

In addition to the six four-year academies, NISD also offers the Cosmetology Academy. Cosmetology is a two year program that allows students to remain active students at their home campus and travel to the Academy for cosmetology instruction. Students who wish to join this program must be on track for graduation and will spend four periods per day at their home campus and four periods per day on the academy campus.

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 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, with the exception of the Cosmetology Academy.

****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. Stoles are paid for by CTE.

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.

Letter Jackets

Students who have completed 3 years of an academy program are eligible to "letter" in their academy. Jackets can be ordered during the junior year of the program. Students pay for their own jacket and letters. Students who are on academy probation are not eligible for academy jackets until being removed from their probation. Students eligible to receive a letterman jacket from another elective, athletic, or academic program may purchase and have the appropriate academy arm patch put on with prior approval from the academy facilitator.

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 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.

*Students who are in the Cosmetology Academy will be removed from the academy if placed at DAEP for more than 10 days per Texas Cosmetology rules.

Probation

Probation is a tool to help students meet and maintain the expectations of academics and behavior. Students will be placed on probation for failing a semester or being assigned an ISS, OSS, or DAEP*. The goal of probation is student growth and student success.

Failing a semester, being placed in ISS, OSS, or DAEP a second time may result in removal from the academy program at the end of the school year.

Probation may be lifted if and when the facilitators of the academy feel the terms of the probation have been met consistently in the time frame agreed upon. If, at any time, the terms of the probation are broken, removal from the academy will be considered.

**DAEP Placement within the Cosmetology or Aviation program may result in immediate removal from the Academy due to licensing and compliance regulations. See Academy Addendum for more information.*

Withdrawal

Withdrawals will only occur during the first 10 days of school OR ^{OBJ}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.

Academy Specific Addendums:

**note: not all academies will have an addendum*

- [Aviation Academy](#)
- [Biomedical Sciences Academy](#)
- [Culinary Arts and Hospitality Academy](#)
- [STEM Academy](#)