



# Academy Information and Student Handbook



*NORTHWEST ISD*  
**Career & Technical  
Education**

## Table of Contents

<b>FAQs</b>	<b>2</b>
<b>NISD Academy Overview</b>	<b>3-4</b>
<b>Academy Code of Ethics</b>	<b>5</b>
<b>Academy Policies and Procedures</b>	<b>6-8</b>

*Each NISD Career Academy is unique. Because of this uniqueness each academy may have additional information that parents and students need to know. Facilitators will share that information with academy students.*



## OVERVIEW OF THE ACADEMIES OF NORTHWEST ISD

[www.nisdtx.org/academies](http://www.nisdtx.org/academies)

The 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 apply for admission to an academy?**

Incoming 9th grade students may apply to any one of the district academies.

### **How do I apply for entrance into an academy?**

Applications may be obtained at our website: [www.nisdtx.org/academies](http://www.nisdtx.org/academies)

### **Will I be able to participate in an 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 accepted to one of the academies at James Steele Accelerated High School, do I also need to complete a separate application just to Steele HS?**

No. if you are accepted to either of the academies located at Steele you will automatically be accepted to Steele High School.

# NISD Academy Overview

## **Aeronautics and Aviation Sciences 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 on in the field of aeronautics and aviation are encouraged to see what the program has to offer. The Academy of Aeronautics and Aviation Sciences 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 Academy of Business Management and Entrepreneurship is an in-school entrepreneurship program and global business simulation that trains students how to create and run their own business. This academy is part of an international network of virtual firms across 40 countries, called Virtual Enterprises International (VEI). VEI replicates all functions and demands of real businesses in both structure and practice. New York City hosts a web-based banking system that links all VEI firms across the nation.

## **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) at the same time! Students will enroll in dual-credit college coursework with college professors and will work with a NCTC 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 which 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.

## **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 environments 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.

## **Creative Media Production Academy**

Northwest High School

CMP offers three tracks of study: Television and Filmmaking, Graphic Design and Photography, and Animation and Video Game Design. The TV/Film Track provides an in-depth study of the following areas: Television Production, Filmmaking, and Digital Broadcast Graphics. Students will work each day in a state-of-the-art high definition television studio (NHSTV) capable of producing broadcasts for the campus, district, and community. The Graphic Design and Photography Track is intended for students interested in graphic design and art as well as commercial photography. In the Animation and Video Game Design Track the students will learn to create 2D and 3D animations, motion graphics and learn to design video games.

## **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 “school within a school” meaning that 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 engineering courses are taught through Project Lead The Way (PLTW), a curriculum designed by engineers for students.

# Academy 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, Northwest High School, Byron Nelson High School, James Steele Accelerated High School or 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.

# Academy Policies and Procedures

## Academy Candidates

Academies are open to any incoming 9th grader who are enrolled in and reside\* 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 must enter any NISD academy at the beginning of the 9th grade.

Academies are designed for students who have a strong interest in an academy area of study. Other students should opt for exploratory courses in the district's career pathways.

## Application Process

An application is required for admission to all academies. The application will be completed and submitted by the designated due date. An application review committee may consist of administrator(s), academy facilitator(s), academy teacher(s) and industry partners. The academy facilitator may conduct interviews at the student's middle school campus. Grades, STAAR scores, attendance, discipline history, application essays and individual student interviews may be considered when evaluating all applicants for admission.

Late applications will not be reviewed until all other applicants have been accepted and evaluated. Applications and more information may be obtained at [www.nisdtx.org/cte](http://www.nisdtx.org/cte).

## Academy Student Commitment

It is a privilege to be a member of an Academy of Northwest ISD and enrollment is limited. Each student in an academy has a responsibility to give 100% at all times to the academy in which they are enrolled.

It is important to understand and accept the Code of Ethics. Failure to meet the academy expectations may result in dismissal from the academy.

It is expected that students will attend all field trips, internship opportunities, and complete classroom projects which often require time outside of designated class time.

## Academy Boundaries

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

If you are accepted into 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.

**\*\*If you transfer for the purpose of attending an academy and then leave the academy for any reason, you will return to your home campus immediately.**

## 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. For this reason, excessive absences may result in the student being withdrawn from the academy.

## 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.

### 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. Failure to do so could result in the financial responsibility of broken equipment or tools on the part of the student.

### Fees/Supplies

Academies will require students to purchase personal items and supplies needed for the academy. Should there be a financial burden on the family, please see your academy facilitator who can help with accommodations.

Northwest ISD is responsible for the cost of industry certification exams when they are available. Taking an industry certification exam is optional but highly recommended. Students should be aware that exams are industry level exams and will require work on the part of the student. While academy teachers will train students and assist them in preparing for certifications, it is the ultimate responsibility of the student to pass the exam.

### 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. Facilitators will notify students in the spring before graduation and provide an order sheet. Students may either rent or purchase a stole from the academy.

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 transfers to Steele accelerated high school to finish coursework, the student is not eligible for a graduation stole from the Culinary Academy or any academy at Steele Accelerated High school.

### Grades

Being unsuccessful in academy courses will prevent completion of academy coursework and may ultimately delay graduation. To help ensure student success each academy has safeguards in place specific to that academy.

If the student fails to earn credit for an academy course, the student may be removed from the academy. The parents will be contacted regarding the loss of credit and the removal from the academy. The facilitator and

student will meet to discuss the issue. If the parent wishes to appeal the decision, they may request the name and contact information of the supervisors.

*\*\*Students in the Collegiate Academy must be able to continually meet the enrollment requirements of the college. Students, who fail to maintain the minimum GPA or any other requirement of the college, will be removed from the Collegiate Academy.*

## Special Programs Center

Academy students who are referred to the Special Programs Center (DAEP) will continue to be enrolled in their academy courses. Students will be responsible for contacting their teachers and 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.

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

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 admitted into the program will be on probation with the academy for one calendar year. In that time the student must maintain their grades, receive no disciplinary assignment 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.

## Withdrawal

Withdrawals will only occur during the first 10 days of school OR 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 to explain the reason(s) for withdrawal. 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 student is attending their home campus after withdrawal.

### **\*If the student is a transfer student, they will 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 district, parent/student request, removal due to probation status, grades, behavior or attendance and other reasons specific to career area of choice.