

– SECTION B –

ACADEMIC POLICIES & PROCEDURES

MIDDLE SCHOOL AND HIGH SCHOOL

ACADEMIC INTEGRITY

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in all classes. The attempt of any student to present as his/her own work such work not honestly performed will be regarded as a serious offense which may subject the offender to a grading penalty and/or disciplinary action. School staff will contact the parents or guardians of any student who is found to be in violation of this policy.

1. Cheating
Dishonesty of any kind on a test or examination, written assignment, or project, illegal possession of test or examination questions, the use of unauthorized notes during a test or examination, obtaining or giving information about a test or examination from or to another student, assisting others to cheat or altering grade records are instances of cheating.
2. Plagiarism
Offering the work of another as one's own work without proper acknowledgment is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical material taken from books, encyclopedias, magazines, and other reference works or from the themes, reports or other writings of a fellow student is guilty of plagiarism.

ASSIGNMENTS/MAKE-UP WORK

When a student is absent, the student shall be permitted to complete assignments and/or make-up work for credit toward the class grade. Upon their return, students shall give teachers sufficient time to gather make-up work missed by students.

Extended Absences – For all extended absences, the **student shall be expected to complete as much of the work as possible prior to or during the term of the absence.**

Planned Absences – When an absence is planned in advance, **the student or parent shall be expected to obtain information about assignments and make-up work prior to the absences whenever possible.** Parents may contact the school office for assistance.

Unplanned Absences – On the day the student returns to class, it is the student's responsibility to obtain from each teacher a list of the assignments or make-up work which has not previously been provided.

Due Date – Each teacher will specify a reasonable due date for assignments and make-up work dependent upon the nature of the assignment and the length and nature of the absence. If a student is unable to complete the make-up work in the designated time, he/she should contact the teacher as soon as he/she becomes aware that the deadline cannot be met.

Truancy and Suspension – A student who has been truant, or has been suspended as a disciplinary action shall be expected to make up missed work and may earn a maximum grade of 70.

AWARDS FOR ACHIEVEMENT

Academic excellence should be recognized and rewarded. Students are encouraged to accomplish more than just the minimum course requirements. Teachers and principals will make opportunities available to the students to receive extra credit for advanced work done beyond general requirements.

Students are encouraged to take courses to enrich their high school experience. Award assemblies may be held annually to recognize achievement. Recognizing and rewarding their effort can motivate students to accomplish tasks that will broaden and deepen their understanding.

Northside schools participate in the President's Academic Fitness Awards Program.

CAREER AND TECHNOLOGY

The Career and Technology program offers specialized courses that introduce students to careers and teach the necessary skills for either entry level employment or post-secondary education. The courses cover such areas as agriculture, business, family and consumer services, trades and industry, technology, health occupations, and marketing.

Students may take a sequence of courses taught in a variety of settings. In the junior and senior year, students may take career specialization classes. Settings may include a production lab, computer laboratory for training, or cooperative employment.

CLASS INTERRUPTIONS

School announcements to students will be made only once during the day except in emergencies. Non-academic events will not be scheduled during the instructional day and will only occur before or after school. School officials will not interrupt classes to deliver a message to a student or to call a student out of class except in emergencies.

GIFTED AND TALENTED PROGRAMS

Subchapter D. Education Programs for Gifted and Talented Students

29.121 Definition

In this subchapter, "gifted and talented" means a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who:

- 1) exhibits high performance capability in an intellectual, creative, or artistic area;
- 2) possesses an unusual capacity for leadership, or
- 3) excels in a specific academic field

NISD Identification

General screening of students for the gifted and talented programs is conducted in the fall and spring of each year. Those students new to NISD with previous GT status from another school district are eligible for testing with a 30-day turn around result.

Nominations are accepted for general screening throughout the year. Recommendations are accepted from teachers, parents/guardians, self, peer, community members, or test scores. All kindergarten students are screened using planned experiences. Assessment forms are provided in both English and Spanish. Spanish testers, as well as, interpreters of languages other than Spanish, are utilized as needed.

Written parental consent shall be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. Data collected through both objective and subjective assessments shall be measured against criteria to determine individual eligibility for the program. Assessment tools may include but not be limited to the following: achievement tests, cognitive ability tests, creativity tests, and behavioral checklists completed by teachers and parents. The campus selection committee composed of an administrator, counselor, and GT teacher, who have received training in the education of the gifted will be established at each campus. This committee will review screening and assessment results and make the final decision of placement in the gifted and talented program. Written permission from the parents must be obtained before a student is placed in the program.

Student Services

Four Programs Serve the Needs of Students:

- PEP* Primary Enrichment Program; Kindergarten and grades 1 and 2
- PROMISE* People Reaching Out for More Intellectually Stimulating Experiences; Grades 3, 4, and 5

<i>TIPS</i>	Talents and Instruction Promoting Scholarship; Grades 6,7, and 8
<i>BEACON</i>	Blueprint for Educational Advancement through Continuing Opportunities for Networking; Grades 9, 10, 11, and 12

Other Program Options to Meet Student Needs:

- Credit by Examination; grades K-12
- Honors and Gifted Content Courses; grades 6-8
- EXCEL mathematics plan; grades 6-12
- Honors, Advanced Placement Courses, and Dual Credit Courses; grades 9-12

Monitoring Progress

Student progress is monitored in the gifted and talented program. Furlough and exit may occur if the student is not succeeding in the program.

Support

Campus and Central Office support is available for assistance in seeking appropriate interventions for the gifted.

GRADING

Academic Grading System

A - 90-100	C - 75-79	F - 69 and below
B - 80-89	D - 70-74	

Students who have not been able to complete course work due to excused absences or other district-approved excuses may be issued an “I” for incomplete. The incomplete work must be completed prior to the end of the succeeding grading period. The “I” will make the student ineligible for extra-curricular activities seven days after the end of the previous grading period if the “I” is still on the record. Students with an incomplete in a course regain their eligibility when the “I” is replaced with a passing grade. Students shall be given a reasonable amount of time to make up work after a grading period has ended. Incompletes must be removed within thirty (30) days of the end of the school year. The “I” for incomplete should be used in grade reporting only when the absence of the work that is to be completed would result in a failing report card grade.

Citizenship Grading System

- E - Excellent citizenship displayed in class
- S - Satisfactory citizenship displayed in class
- N - Citizenship needs to be improved (parent conference requested)
- U - Unacceptable citizenship displayed in class (parent conference requested)

Progress Reports

The purpose of progress reports is to inform parents that the student’s work is unsatisfactory at the time of the report. A notice of this kind is to be returned to the teacher signed by a parent or guardian the day after it is received, if required to do so by an individual teacher, or by school policy. **However, the student has primary responsibility for delivering the progress report to his/her parents.** Teachers shall send out written notice to parents every three weeks of a six-week grading period or during the fourth week of a nine-week grading period of a student’s performance in any class or subject in which the student’s overall grade is less than 70 or “Unsatisfactory”. However, at the teacher’s discretion, he/she may also issue a progress report at any time a student’s progress becomes unsatisfactory.

Even though a progress report has not been issued, a student may still receive a failing grade during a grading period. Usually failing notices do precede a failing grade, but occasionally a poor exam grade or incomplete work at the end of a grading period can produce a failing grade.

Reporting to Parents

Report cards are to be given to students on the first Friday following the end of each grading period. Additionally, there should be a constant flow of information between parent and teacher. Parents are entitled to know the status of their child’s progress. Parent conferences are one of the best methods of reporting student progress.

Absences are reported for each class listed on the report card. Tardy reports are optional by school. “Times This Per” indicates the number of times the student has

been absent or tardy during the past grading period. “Tot To Date” indicates the total number of times the student has been absent or tardy during the entire school year. Parents are urged to be as attentive to absences as they are to grades.

Report cards have a signature sheet which must be signed by the parent or guardian and returned to school.

GUIDANCE AND COUNSELING

Northside provides a comprehensive guidance program to meet our students’ needs. It is staffed primarily by professional school counselors and is an integral part of the total educational program. Counselors assist students in their educational, career, personal, and social development, with the goal being success in school. The guidance program is designed to provide developmentally appropriate services to all students. Counselors respond individually or in small groups to as many students as possible who have problems which interfere with their success in school.

In the program Framework, standards common to the program district-wide are defined. Within that structure, each campus designs its program to meet the needs of the community it serves. The guidance program systematically provides guidance lessons to students addressing such topics as developing and maintaining their self-esteem and their motivation to achieve, making decisions and solving problems, behaving responsibly, and relating effectively with individuals and groups, including those of cultures different from their own. An individual planning system provides guidance to all students as they plan, monitor and manage their own educational and career development.

Parents are encouraged to be active participants in the school-based guidance program. As with other curriculum areas, they are informed of and invited to reinforce at home the skills learned in guidance lessons. Because they have primary responsibility for guiding their children’s educational and career decision-making, planning and goal-setting, parents are provided information and consultation services in a timely manner as school activities are conducted. When their children have problems, it is essential that parents be involved in the efforts to find solutions to these problems. Parent notification of and consent for small group counseling services, for individual and specialized testing, and for referral to other services is required. Materials used in the guidance program are available for preview upon request during school hours. Conferences with counselors are encouraged for students, their parents, and teachers when assistance or guidance is needed. As with other school activities, a parent has the right to remove his/her child temporarily from any guidance class or activity by providing a written request to the child’s counselor. For more detailed information, please refer to the section of this handbook entitled “Parental Rights and Responsibilities As Addressed In Texas Education Code.” (Sec. 26.010 Exemption From Instruction)

GUIDELINES FOR CLASSROOM SUCCESS

Students are expected to be in class on time and ready to begin class when the tardy bell rings. Students are expected to follow individual class rules as determined by the teacher. Students should bring all materials and equipment required for each class. All assigned notebooks, books, and study materials should be brought to each class. Items that are distracting such as radios, tape recorders, electronic games, stuffed animals, cameras, etc., are to be left at home. Eating candy and other foods or consuming drinks will not be allowed in the classroom.

Students will benefit from the class if they participate to the best of their ability. Preparation for the next day’s classes should be planned and completed prior to the student’s return to school the next day.

Students who do not follow these guidelines for classroom success may receive:

1. a verbal warning
2. a written notification to the parent or guardian or a telephone call to the parent or guardian
3. a referral to a school administrator

HOMEBOUND PROGRAM

Homebound services may be requested for a student who is unable to attend school due to illness or injury during the school term. Such services are available to students whose projected absence from school is four weeks or longer. A medical examination by an MD is required. For information, contact your school counselor, or call Special Education at 520-9474.

HOMEWORK

Students will receive homework assignments. Please help your student by providing the time, place, cooperation and encouragement needed to complete assignments.

All students are responsible for taking their books, their work and their supplies to school each day.

SPECIAL PROGRAMS

Student with Learning Difficulties

Students screened and found to exhibit characteristics of dyslexia may participate in a dyslexia intervention program on the campus. A variety of other services are available for students with special needs. You may consult with the District special education department if you have questions about the range of special-needs services that are available in the District.

HONORS WAIVER – NO PASS, NO PLAY

The following guidelines will be used to exempt middle school and high school students, who do not make a 70 average in an honors course, from the no pass–no play provision.

1. A student seeking a no pass–no play waiver for honors classes must fill out the district form.
2. A student may expect to receive **one** waiver during the school year if the student's grade in the honors class is 60 or above.
3. A second waiver will not be granted unless:
 - a. It is in another class than the first waiver **and**,
 - b. There are unusual circumstances approved by the principal **and**,
 - c. The grade is 60 or above.
4. In the case of a third failure, a waiver will not be granted.

STUDENT ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC COMMUNICATIONS SYSTEM

Students may be given access to the District's electronic communications system for educational purposes. **The electronic communications system is defined as the District's network, servers, computer workstations, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students.**

With this educational opportunity comes responsibility. It is important that students and parents read the Northside ISD Administrative Regulation for Acceptable Use and this agreement form, and then ask any questions if you need help understanding them. Inappropriate system use of the District's electronic communications system will result in the consequences below, including loss of the privilege to use this educational tool.

Please acknowledge receipt and understanding of these items found in Addendum #1 by completing and returning the Notice of Acknowledgment and Agreement Form in the back of this handbook.

Please note that Internet access is part of the District's electronic communications system. The Internet is a network of many types of communication and information networks. Some material accessible via the Internet may contain content that is illegal, inaccurate, or potentially offensive to students (or their parents). It is possible for students to access (accidentally or otherwise) these areas of content. While the District uses filtering technology and protection measures to restrict access to such material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and acceptable use.

Some Rules for Appropriate Use

- Students must only open, view, modify, and delete their own computer files, unless they have specific permission from a teacher or staff member to do otherwise.
- Internet use at school must be directly related to school assignments and projects.
- Students may be assigned an individual account and must use only those accounts and passwords that they have been granted permission by the District to use. All account activity should be for educational purposes only.

- Students are responsible at all times for their use of the District's electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.

Inappropriate Uses

- Using the District's electronic communications system for illegal purposes (e.g. gambling, pornography, computer hacking).
- Disabling or attempting to disable any system monitoring or filtering or security measures.
- Sharing your username and password with others, or borrowing someone else's username, password, or account access.
- Purposefully opening, viewing, using, or deleting files belonging to another system user without permission.
- Electronically posting personal information about yourself or others (i.e., addresses, phone numbers, pictures).
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the District's system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting or abusing school resources through **unauthorized** system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, checking personal email, etc.).
- Gaining unauthorized access to restricted information or network resources.

Consequences for Inappropriate Use

- Suspension of access to the District's electronic communications system;
- Revocation of the District's electronic communications system account (s); and/or
- Other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

NOTE: The student agreement to abide by these guidelines must be renewed each academic year. Also, District Policies and Administrative Regulations are included as an addendum to all handbooks for your review.

LIBRARIES

Libraries are available on every campus for students to use. Students are encouraged to read regularly, use the library frequently, and learn the responsibility of caring for library materials.

Each library offers a wide variety of materials. Librarians and teachers select materials for each campus library following comprehensive district guidelines which have been established to ensure that up-to-date, accurate information is provided for students' curricular needs and that materials appropriate to the interests, age, maturity, and reading skills level of all students at that campus are available. Because of this need for a broad range of materials, a student may have access to materials that address issues which may be beyond the maturity level of that student. Parents of all students are urged to be aware of their child's choices and to take the opportunity to discuss such materials with them. These issues can lead to good family discussions and learning experiences.

If a concern arises about the selection that a student has made from the library, that concern should be discussed with the campus librarian or administration.

MARRIED AND/OR PREGNANT STUDENTS

1. Any student who shall be married at the time such student seeks enrollment in any school of the District shall report the fact of the marriage, the name of his or her spouse, and place where the spouse resides.
2. Any student who marries after enrollment in any school of this District shall promptly report that fact to the principal of the school attended by the student and shall also report the name of his or her spouse and the place where the spouse resides.
3. There shall be no discrimination against any married or pregnant student

because of marriage or pregnancy. Such student shall be allowed to attend the school where assigned; however, the student shall be expected to attend classes regularly and keep up with his/her school work. No married student and no pregnant student, except as outlined in paragraph 4, shall be denied the right to be eligible to participate in any extracurricular or other activities of the school because of marriage or pregnancy.

4. In the event that any student shall be or become pregnant during any term while enrolled in a school in this District, then, for the benefit of her health and welfare and that of her expected child, and for the purpose of informing school personnel so that counsel, protection and advice may be given, she shall be required to inform the principal of the school as soon as such condition is known to her. Upon being so informed, the principal shall attempt to obtain from the pregnant student the name of her attending physician and consult with the physician for the purpose of determining when, and if, in the best interest for the health and welfare of the student and her expected child, other appropriate educational arrangements should be made. After the birth of a child of any pregnant student, the mother shall be permitted to re-enter school upon written advice of her physician and approval of the principal.
5. Teen Parenting classes and special services are available to assist such students to continue their education. The counselor or school nurse should be consulted for further information.

PARENT-TEACHER CONFERENCES AND VISITORS

Parents who desire private conferences with teachers or the principal should contact the school in advance to arrange conferences during the school day. **At no time should a visitor call a teacher from the class for a conference at the door of the room.**

Parents are always welcome and are encouraged to visit. A 24-hour advance notice is required to observe a class. All visitors are required to call at the principal's office immediately upon entering the building. We especially invite parents and other members of the community to visit during Texas Public School Week in March.

No student is to visit another school campus while that school is in session unless prior arrangements have been made by the principal of both schools involved. **Any student who makes an unauthorized visit to another school is subject to disciplinary action.**

PARENTAL RIGHTS AND RESPONSIBILITIES AS ADDRESSED IN TEXAS EDUCATION CODE

Sec. 26.001. PURPOSE. (a) Parents are partners with educators, administrators, and school district boards of trustees in their children's education. Parents shall be encouraged to actively participate in creating and implementing educational programs for their children.

(b) The rights listed in this chapter are not exclusive. This chapter does not limit a parent's rights under other law.

(c) Unless otherwise provided by law, a board of trustees, administrator, educator, or other person may not limit parental rights.

(d) Each board of trustees shall provide for procedures to consider complaints that a parent's right has been denied.

(e) Each board of trustees shall cooperate in the establishment of ongoing operations of at least one parent-teacher organization at each school in the district to promote parental involvement in school activities.

Sec. 26.002. DEFINITION. In this chapter, "parent" includes a person standing in parental relation. The term does not include a person as to whom the parent-child relationship has been terminated or a person not entitled to possession of or access to a child under a court order.

Sec. 26.003. RIGHT CONCERNING ACADEMIC PROGRAMS. (a) A parent is entitled to:

- (1) petition the board of trustees designating the school in the district that the parent's child will attend, as provided by Section 25.033;
- (2) reasonable access to the school principal, or to a designated administrator with the authority to reassign a student, to request a change in the class or teacher to which the parent's child has been assigned, if the reassignment or change would not affect the assignment or reassignment of another student;
- (3) request, with the expectation that the request will not be

unreasonably denied:

(A) the addition of a specific academic class in the course of study of the parent's child in keeping with the required curriculum if sufficient interest is shown in the addition of the class to make it economically practical to offer the class; sufficient interest would be 22 students as defined under TEC 28.003

(B) that the parent's child be permitted to attend a class for credit above the child's grade level, whether in the child's school or another school, unless the board or its designated representative expects that the child cannot perform satisfactorily in the class; or

(C) that the parent's child be permitted to graduate from high school earlier than the child would normally graduate, if the child completes each course required for graduation; and

(4) have a child who graduates early as provided by Subdivision (3)(C) participate in graduation ceremonies at the time the child graduates.

(b) The decision of the board of trustees concerning a request described by Subsection (a)(2) or (3) is final and may not be appealed.

Sec. 26.004. ACCESS TO STUDENT RECORDS. A parent is entitled to access to all written records of a school district concerning the parent's child, including:

- (1) attendance records;
- (2) test scores;
- (3) grades;
- (4) disciplinary records;
- (5) counseling records;
- (6) psychological records;
- (7) applications for admission;
- (8) health and immunization information;
- (9) teacher and counselor evaluations; and
- (10) reports of behavioral patterns.

Sec. 26.005. ACCESS TO STATE ASSESSMENTS. Except as provided by Section 39.023(d), a parent is entitled to access to a copy of each state assessment instrument administered under Section 39.023(a), (b), or (c) to the parent's child.

Sec. 26.006. ACCESS TO TEACHING MATERIALS. (a) A parent is entitled to:

(1) review all teaching materials, textbooks, and other teaching aids used in the classroom of the parent's child; and

(2) review each test administered to the parent's child after the test is administered. In the case of State testing – TAAS or End-of-Course tests – the tests may be reviewed once the State has released them. This usually happens in late July.

(b) A school district shall make teaching materials and tests readily available for review by parents. The district may specify reasonable hours for review.

(NOTE: Parent concerns about the appropriateness of teaching materials should first be presented to the campus principal. Complaints not resolved at the campus level may be made to a committee at the District level as outlined in NISD procedures.)

Sec. 26.007. ACCESS TO BOARD MEETINGS. (a) A parent is entitled to complete access to any meeting of the board of trustees of the school district, other than a closed meeting held in compliance with Subchapters D and E, Chapter 551, Government Code.

(b) A board of trustees of a school district must hold each public meeting of the board within the boundaries of the district except as required by law or except to hold a joint meeting with another district. All public meetings must comply with Chapter 551, Government Code.

Sec. 26.008. RIGHT TO FULL INFORMATION CONCERNING STUDENT. (a) A parent is entitled to full information regarding the school activities of a parent's child except as provided by Section 38.004.

(b) An attempt by any school district employee to encourage or coerce a child to withhold information from the child's parent is grounds for discipline under Section 21.104, 21.156, or 21.211, as applicable.

Sec. 26.009. CONSENT REQUIRED FOR CERTAIN ACTIVITIES.

(a) An employee of a school district must obtain the written consent of a child's parent before the employee may:

- (1) conduct a psychological examination, test, or treatment, unless the examination, test, or treatment is required under Section 38.004; or
- (2) make or authorize the making of a videotape of a child or record or authorize the recording of a child's voice.

(b) An employee of a school district is not required to obtain the consent of a child's parent before the employee may make a videotape of a child or authorize the recording of a child's voice if the videotape or voice recording is

to be used only for:

- (1) purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses;
 - (2) a purpose related to a co-curricular or extracurricular activity;
 - (3) a purpose related to regular classroom instruction;
 - (4) implementation of federal and state special education regulation;
- OR (5) media coverage of the school.

Board Policy EF. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material, that will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of students.

No student will be required to participate in a survey, analysis, or evaluation that reveals information concerning the following topics:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his or her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Income (other than that required to determine a child's eligibility for participation in a program or for receiving financial assistance under such a program); without the prior written consent of the student's parent or, if the student is an emancipated minor or an adult, without the prior written consent of the student. Any surveys that are considered for student response (required or voluntary) must comply with these legal requirements **AND** must have prior approval of the principal.

Sec. 26.010. EXEMPTION FROM INSTRUCTION. (a) A parent is entitled to remove the parent's child temporarily from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the teacher of the parent's child a written statement authorizing the removal of the child from the class or other school activity. A parent is not entitled to remove the parent's child from a class or other school activity to avoid a test or to prevent the child from taking a subject for an entire semester.

(b) This section does not exempt a child from satisfying grade level or graduation requirements in a manner acceptable to the school district and the agency.

Sec. 26.011. COMPLAINTS. The board of trustees of each school district shall adopt a grievance procedure under which the board shall address each complaint that the board receives concerning violation of a right guaranteed by this chapter.

Sec. 26.012. FEE FOR COPIES. The agency or a school district may charge a reasonable fee in accordance with Subchapter F, Chapter 552, Government Code, for copies of materials provided to a parent under this chapter.

Sec. 28.003. EDUCATIONAL PROGRAM ACCESS. (a) If the parents or guardians of at least 22 students at a school request a transfer for the same school year to another school in the district for the purpose of enrolling in an educational program offered at that school, beginning with the following school year the district shall:

- (1) offer the program at the school from which the transfers were requested; or
- (2) offer the program at the school from which the transfers were requested by teleconference, if available to the district.

(b) In this section, "educational program" means a course or series of courses in the required curriculum under Section 28.002, other than a fine arts course under Section 28.002(a)(2)(D) or a career and technology course under Section 28.002(a)(2)(F).

(NOTE: The request for a program must be made by March 1 of the previous school year to insure efficient course scheduling and teacher acquisition).

PHYSICAL EDUCATION

A student may have a temporary or permanent physical condition which prevents his/her full participation in physical education. There are two alternatives to such full participation: restricted physical education and adapted physical education.

Restricted Physical Education

A student will be assigned to a restricted physical education program when it is possible to accommodate the student's physical limitations by modifying activities of a regular physical education program. A restricted physical education program is taught by a "regular" physical education teacher, usually as part of a regular physical education class. Examples of physical conditions which can be accommodated through a restricted physical education program include asthma, arthritis, and temporary orthopedic conditions.

Adapted Physical Education

A student will be assigned to an adapted physical education program if the student has a significant limitation in the psychomotor domain which requires an individualized program and intensive interaction with an adapted physical education specialist. Examples of physical conditions which are appropriately accommodated in an adapted physical education program include muscular dystrophy, cerebral palsy, and severe orthopedic and visual impairments.

Requests for restricted physical education should be made to the student's physical education teacher or counselor. Requests for adapted physical education will be referred to the Adapted Physical Education Lead Teacher.

PLACEMENT

Placement of a student in remediation, advanced placement, or honors classes is determined by standardized test scores, teacher recommendation, past performance of the student and entry placement tests. Data collected from GT Program screening and assessment assist in making placement decisions for GT students in honors, advanced placement, and dual credit courses.

The criteria established must be met for placement in these classes. Parents desiring their child to be assigned to these classes should contact their child's counselor.

Recommendations for placement are made by the student's teachers at the time of pre-registration. Parents who feel a recommendation is questionable should contact the teacher who made the recommendation or their child's counselor. If requested, a waiver procedure can be pursued.

The waiver is a request initiated by the student's parent or guardian for the student's course placement to be other than that recommended by the teacher. As part of the waiver process, there is a requirement that the parent and teacher meet to discuss the request and the teacher's rationale for making the recommendation. If they do not come to agreement, the parent's request for placement will be honored. **Some programs, however, which have entry criteria and/or an application process are not eligible for students' parents to invoke the waiver process.** Parents who wish to initiate a waiver request should contact their child's counselor.

When new students are enrolled, they are placed in classes based on the information and records supplied at that time by the student and parents. If official records do not agree with verbal or unofficial information, student placement will be adjusted in accordance with the official records.

REGULAR CLASS PERIODS

Students are expected to attend all regularly scheduled classes assigned to them. Students are also expected to bring all of the necessary material to class each day and are expected to participate in all class activities and complete all assigned school work. Students will be expected to conduct themselves in a proper manner and follow all classroom regulations.

CREDIT-BY-EXAM

NOTE: This testing is sometimes referred to as "testing for acceleration." It should not be confused with the College Board Advanced Placement (AP) courses and tests.

Students in grades 6 through 12 who believe they have already mastered the content of any **academic course**, either with or without prior instruction in the course, may apply for Credit-by-Exam testing. The students should contact their counselor to get the Credit-by-Exam application. This application must be turned in to the office of Testing & Evaluation one month prior to the test date.

Students are tested in appropriate subject areas. These tests are rigorous since the

intent is to measure the student's mastery of the content of entire courses. Many of these tests are untimed, with most taking at least two hours.

Credit-by-Exam dates are: March, May, July (2 dates) and August for acceleration, validation and recovery of credits - November and January for validation and recovery of credits ONLY.

Course outlines for the subject area test to be taken will be sent to students along with confirmation of registration for the test. Textbooks for studying for the test may be checked out from the student's home attendance school through the administrative office. A deposit for the textbook checked out will be required and will be returned to the student upon return of the textbook to the home attendance school. Students will pay the cost for any damaged or lost textbooks.

Students who want to gain credit in a course without prior instruction through "testing for acceleration" must score 85 on the Credit-by-Examination test in order to receive credit. Students who want to recover credit from a previously failed grade or who want to validate prior instruction in a course must score 70 on the Credit-by-Examination test in order to receive credit.

If the student passes the test, the score earned on the test, the score earned on the test will be entered on the student's permanent record card (AAR) unless the parent and/or student declines to accept the score within 90 calendar days after receiving the exam results. This grade will be used in computing the student's grade point average (GPA). Honors points will not be awarded for Credit-by- "performance" courses such as physical education, band, choir and career and technology courses are eligible for Credit-by-Exam tests.

STUDENT EDUCATION RECORDS

The school district maintains student education records at each elementary, middle, high or special school. An "education record" generally includes: applications for enrollment; standardized achievement test scores; grades; attendance dates; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; reports on behavior patterns or disciplinary actions; and graduation dates.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible student) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Both parents, either married, separated or divorced (unless evidenced by court order, state statute, or legally binding document related to separation, divorce or custody revoking these rights) have access to a student's education records until the student becomes 18 years of age and is no longer a dependent student as defined in section 152 of the Internal Revenue Code of 1964. After the student becomes 18 years of age and he or she is no longer a dependent student, then the student retains sole access to his or her education records. A person having the right to review education records should submit to the school principal (if student is currently enrolled) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the person making the request of the time and place where the records may be inspected. If the student is no longer enrolled in the District's school, the request must be made to the Office of the Superintendent.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Northside Independent School District to amend a record that they believe is inaccurate, misleading or in violation of the student's rights of privacy. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of the rights of privacy. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. Although improperly recorded grades may be challenged, parents and eligible students are not allowed to request amendment of a grade given for a student's performance in a course.

(3) The right to consent to disclosures of personally identifiable information con-

tained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Northside Independent School District will disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Directory information may be released to the public, unless objected to in writing by the parent or eligible student within two weeks after initial enrollment of each school year. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended.

A person who requests copies of a student's education records shall pay the actual cost of reproducing the records. Reproduction cost is \$.55 for the first page and \$.15 for each page thereafter, exclusive of mailing costs. One transcript of a student's grades will be provided without charge, at time of graduation, with additional copies provided for \$5.00 each.

SUMMER SCHOOL

The purpose of summer school generally is to provide remediation for students who may need to repeat a failed course. Students may not take a core course (math, English, science and social studies) for advancement without express permission from the student's counselor. Such permission will only be given for serious reasons. Students may take other courses offered, usually electives, for advancement or enrichment.

Summer school provides an excellent opportunity for students who may wish to make up credits because of time lost from an extended illness, failure of a subject, or a desire to review a subject in preparation for more advanced work. Students wishing to attend summer school should seek information and approval from their counselor.

High school students may earn up to 1-1/2 units of credits in summer school. (See Retrieving Credit Through Repetition of Courses in the High School Section.)

Only passing grades of 70 or higher will be accepted for substitution for a previously earned failing grade.

TEXTBOOKS

All textbooks are the property of the State of Texas. The use of state-owned textbooks is the right of every child in Texas, but this right carries with it the basic responsibilities of proper use and good care.

Students will be issued a textbook for each subject they are taking if a textbook is needed. The book will have a number, and it is the responsibility of the student to take excellent care of the textbooks. Any damage to the book will result in a fine. If a student is unable to locate or return any textbook, he/she will be required to pay for it before a second textbook is issued. Grades and/or transcripts may not be released until the students' textbook accounts are settled.

Students should know where their books are at all times. It is poor practice to permit other students to "borrow" textbooks, especially since students are respon-

sible for the condition of their own books and any damage which may occur.

State law requires that all textbooks be covered. The school may assess a fine for uncovered textbooks.

Calculators which are issued to students for their personal use are District property. If a calculator is damaged or lost, the student is responsible for the repair or replacement fee.

TRANSCRIPTS

Transcripts of a student's scholastic achievement record and test scores may be obtained on request. Students who want copies of transcripts sent to colleges, employers, or other agencies should make their requests early. They may complete the proper forms in the registrar's office before school, at the beginning of the lunch hour or after school. Students should bring completed college or university admission applications. One transcript will be sent free. Additional transcripts will cost \$2.00. Once records have been sent to the Northside Central Office for micro-filing, the fee for obtaining a transcript is \$5.00. The additional amount is to cover the cost of retrieval and processing.

Official transcripts will only be sent to schools or agencies designated by the requesting student. Unofficial transcripts will be given to parents and/or students needing them for presentation to prospective employers.

TUTORING

Tutoring is provided by a certified teacher in English, mathematics, social studies, and science before and/or after school or during advisory in special situations. As service to the school some honor societies offer peer tutoring to students throughout the school year. Students should contact their counselor for further information about tutoring.

The Executive Directors for Instruction publish a roster of certified teachers who are available for tutoring for a fee. Fees are set by the individual tutors. Lists of available tutors will be supplied to the guidance office at each school.

WAIVER OF FEES

Upon receipt by the District of reliable proof that a student and his or her parent or guardian are unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. The student and his/her parent or guardian must present evidence of their inability to pay to the appropriate principal who shall determine eligibility for a fee waiver.

WITHDRAWING FROM SCHOOL

When it becomes necessary for a student to withdraw from school, he/she should report to the counselor's office with a note from his/her parents stating the reason and date to be withdrawn. When the note has been verified, the student is issued a withdrawal form to be filled in by each of the student's teachers. After this form has been completed, the student reports back to the office for the signatures of an assistant principal, a counselor, and the attendance secretary.

It is imperative that every student who withdraws from school follows all of the necessary procedures and obtains all of the necessary signatures pertinent to withdrawal. Failure to do so will delay the student's transcript being sent to other schools, jobs or military service.

MIDDLE SCHOOL

HUMAN GROWTH AND DEVELOPMENT

In the seventh grade science curriculum a health unit is taught which includes human growth and development (sex education). The Life Management Skills class (an elective in grades 7 or 8) also includes information on human growth and development. Parents are notified prior to the presentation of this unit and will have an opportunity to preview the materials and content of the instruction. Parents who desire that their child not receive this instruction should so notify the principal in writing (T.E.C. 28.004).

NATIONAL JUNIOR HONOR SOCIETY

All of the middle schools in the Northside Independent School District sponsor a chapter of the National Junior Honor Society. Seventh and eighth grade students

who have attended the same Northside school for the equivalent of one semester, and who have demonstrated outstanding scholarship, character, citizenship, and service will be considered for membership. Students may not apply for membership. Past faculty councils have required a cumulative grade average of 90 or above for 7th and 8th (if applicable) grade work for a student to be considered for membership.

A faculty council is appointed annually by the principal. This council determines final selection for membership by reviewing an assessment of each scholastically eligible student according to criteria based upon qualities of character, citizenship, leadership, and service.

Membership in the National Junior Honor Society is both an honor and a responsibility. Once selected, members have the responsibility to continue to demonstrate those qualities. Members who resign or are dismissed are never again eligible for membership or its benefits.

A National Junior Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

PROMOTION AND RETENTION OF STUDENTS

Middle school students must attain an overall average of 70 or above for the year in all courses taken. In addition, students shall attain an average of 70 or above in all but one of the core academic areas.

1. Language Arts
2. Mathematics
3. Social Studies
4. Science
5. Reading (if taken)

If a student fails to attain the previous criteria he/she will be retained in that grade level. Parents of these students should be included in the retention decision. However, the final decision rests with school officials. Students should be encouraged to take advantage of opportunities such as remediation, tutoring, summer school, etc. to help them remain at grade level.

SUBJECT REQUIREMENTS

Generally, the course schedule for each grade is:

<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
Lang. Arts 6	Lang. Arts 7	Lang. Arts 8
Math 6	Math 7	Math 8 or Alg. IH
Science 6	Science 7	Science 8
Soc. Studies 6	Tx. History	Am. Hist.
P.E.*	P.E.	P.E.
Reading	Comp. Lit/Elec.	Elective/Reading
Fine Arts	Elective/Reading	Elective

Some schools require reading to be taken in 7th and 8th grades, either on a semester or full-year basis. Some schools offer or require variations in P.E. and electives.

Electives include: Band, Chorus, Art, Theatre Arts, Industrial Technology, Life Management Skills, Home Economics, Spanish, Journalism, Creative Writing, Advanced Reading, Advanced Geography, and Advanced Computer Technology.

In most of the middle schools, students will take seven class periods each day. Classes will usually be approximately forty-five minutes in length. Not all middle schools offer all electives. Contact your child's counselor for information about specific elective choices. Connally, Rayburn, Sul Ross, Stevenson, and Stinson offer eight class periods on an alternating day block schedule.

- * Sixth grade students will take a course in Skills for Adolescence. This program is designed to help young people develop essential life skills including: decision making, communicating, and resisting negative pressures to use alcohol and other drugs in order to live capable, drug-free lives. Parents will be notified before their child begins the course. Materials for parental preview are available at each school. Parents who prefer that their child not participate in this course must submit their request in writing to the school principal.

- ** Seventh and eighth grade students who score one or more years below

grade level on one of the standardized reading tests used by the District are required to take reading. An opportunity for retesting will be offered.

Following the spring testing, parents will be notified if their child will be required to take reading the following year. Failure to receive notification will not affect placement of the student in reading.

TESTING PROGRAM (MIDDLE SCHOOL)

All eligible students in Grades 3-11 will participate in the benchmark testing for the Texas Assessment of Knowledge and Skills (TAKS) testing program in the spring. The TAKS tests in Middle School include the following tests:

6th Grade: reading and math

7th Grade: reading, writing, and math

8th Grade: reading, math, and social studies

Students in 6th grade will take the CogAT Abilities test. Students in grades 6 and 7 will take the Stanford Reading Diagnostic Test (SDRT). 8th grade-students will participate in an on-line interest inventory during the school year.

Parents are urged to have all students present during all testing programs and to encourage their students to do the best on every test. The results provide valuable information to the students, their parents, teachers, counselors and NISD policy-makers through evaluation of individual, classroom, campus and District performance.

Special Provisions Regarding Testing:

- 1) 8th grade students failing any portion of the TAKS may be assigned to a TAKS remediation advisory or class during their 9th grade year.
- 2) 8th grade students who fail 2 or 3 portions of the TAKS may also be required to take remedial reading during 9th grade.
- 3) Students enrolled in remedial reading in middle school, who do not achieve an acceptable reading proficiency, may be required to take remedial reading in 9th grade.
- 4) Students who were absent during TAKS will be administered comparable tests upon return to school with assignment to appropriate remediation based on the results of these tests.

The NISD Middle School testing schedule for 2003-2004 is as follows:

GRADE	TEST	DATE(S)
6th Grade	CogAt	September
	SDRT	September-October
	TAKS (math & reading)	April 27 & April 28
7th Grade	SDRT	September-October
	TAKS (writing)	February 24
	TAKS (math & reading)	April 29 & April 30
8th Grade	TAKS (reading, math & social studies)	April 27, 28 & 29

The Reading Proficiency Test in English (RPTE) will be given to all Limited English Proficiency identified students in grades 6-8 on March 23, 2004.

HIGH SCHOOL

CLASSIFICATION OF STUDENTS

In the high school program (9-12) the student's grade level classification will be determined by the number of credits earned toward graduation, as indicated below.

Students who enrolled as freshmen in the 2000-01 school year and all previous years will be classified according to the following chart:

Grade 9	0 - 4 1/2 credits
Grade 10	5 - 9 1/2 credits
Grade 11	10 - 14 1/2 credits
Grade 12	15 or more credits and enrollment in all remaining courses to graduate

Students who enrolled as freshmen in the 2001-02 school year and all years thereafter will be classified according to the following chart:

Grade 9	0 - 4 1/2 credits
Grade 10	5 - 10 1/2 credits
Grade 11	11 - 16 1/2 credits
Grade 12	17 or more credits and enrollment in all remaining courses to graduate

For freshmen enrolling in 2003-04 and all years thereafter needing 24 credits to graduate from Northside, in grades 9, 10, 11, and 12, promotion to the next grade shall be based upon the student's accumulation of credits earned and core subject area courses successfully completed toward graduation. Students must meet the following credit totals and the mandatory subject area requirements:

Grade Credits Requirements

Grade 9	0-4.5 credits
Grade 10	5-10.5 credits – (5 credits must include 1 credit in English, 1 credit in math and 1 credit in science)
Grade 11	11-16.5 credits – (11 credits must include 2 credits in English, 2 credits in math, 2 credits in science and 1 credit in social studies)
Grade 12	17 – (17 credits must include 3 credits in English, 2 credits in math, 2 credits in science and 2 credits in social studies) In addition, students must be enrolled in all remaining courses required for graduation.

COLLEGE PREPARATORY

The entrance requirements of colleges vary. The individual student should check the catalogue of the college he plans to attend and follow the particular recommendations of that college. The career center maintains a library of college catalogues for students' use. Students may write the college of their choice for additional catalogues. The counselors will assist the individual student in selecting a college that best meets his/her particular requirements.

College bound students should plan their high school curriculum so as to be well prepared for college entrance. A typical college preparatory program would include: English 1-4, Algebra 1-2, geometry and one of the following (precalculus or calculus), international language 1-2, two of the following science courses (integrated physics and chemistry, biology, chemistry, physics), world history or geography, U.S. History, U.S. government, economics and 1/2 unit in fine arts. Additional coursework should be at an equal or greater level of difficulty and tailored both to the student's interest and selection of college.

College Entrance Examinations

Most colleges require an entrance examination - either the ACT (American College Test) or the SAT I (Scholastic Assessment Test). These examinations are given at various test centers throughout the city during the year. Students should consult the catalogue of each college to determine which entrance exams are required and whether the college requires additional achievement tests.

Students are advised to take a college entrance exam in the summer following their junior year or early in the fall of their senior year. Registration materials are available in the Guidance Office. Deadline for registration is approximately one month in advance of the test.

SAT I, SAT II, and ACT test dates for the 2003-2004 school year are as follows:

Scholastic Assessment Test (SAT):

October	11,	2003	SAT I and SAT II
November	1,	2003	SAT I and SAT II
December	6,	2003	SAT I and SAT II
January	24,	2004	SAT I and SAT II
March	27,	2004	SAT I
May	1,	2004	SAT I and SAT II
June	5,	2004	SAT I and SAT II

American College Test (ACT):

September	27,	2003
October	25,	2003
December	13,	2003
February	7,	2004
April	3,	2004
June	12,	2004

Preliminary Scholastic Assessment Test (PSAT):

October 18, 2003
October 21, 2003

SAT Preparation Course

Northside offers a nine-hour preparation course (on Saturdays and evenings) for students prior to each administration of the SAT and the PSAT. The fee is \$45.00 for Northside students. A fee waiver may be granted for students who are unable to pay. Contact the school guidance office for information about dates, times and locations for the course, and for information about applying for fee waiver.

College Night

College Night will be held at Paul Taylor Field House on Tuesday evening, November 10, 2003. All college-bound students should attend. Numerous colleges provide valuable information for students during College Night.

J.D. Miller Memorial Student Aid Library

The J.D. Miller Memorial Student Aid Library has a collection of catalogues from every college and university in the United States as well as Canada and Mexico. A career library of occupational literature is also available. The information center provides general information about sources of financial assistance, scholarships, grants, loans, and work-study programs. This library, funded by the Minnie Stevens Piper Foundation, is located at GPM South Tower, Suite 530, 800 N.W. Loop 410. Phone 525-8494.

NCAA Athletic Eligibility

Students who plan on attending NCAA Division I colleges as eligible athletes must meet the following requirements:

1. Achieve a cumulative minimum grade point average of 2.00 (based on a maximum of 4.00) in a core curriculum of at least 13 academic courses including:
 - 3 years English
 - 2 years Math
 - 2 years Social Science
 - 2 years Natural or Physical Science
 - 4 years of additional core academic units

Only courses that are defined as "academic" will be counted. Remedial, special education, vocational, developmental, and basic courses will not qualify. Courses must be at the regular or higher level of instruction.

For students entering college after Aug. 1, 1996, course requirements for Division I will include 4 years of English and one year of both Algebra and Geometry.

2. A combined score range of 700-900 on the SAT I verbal and math sections or a composite score of 17-21 on the ACT, dependent on the student's GPA from 2.00 to above 2.5.

It is the student's responsibility to see that appropriate verification of course and grade point average forms are requested. The NCAA frequently revises standards and effective dates, so the student should contact your prospective college for current information.

CORRESPONDENCE COURSES

Units of credit may be taken by correspondence, applicable toward graduation, upon approval by the counselor. **A student must enroll for** such subjects prior to October 1st of the current school year. Only courses from correspondence schools approved by the Texas Education Agency will be accepted for credit.

Accelerated correspondence courses, in which the student only takes the final exam and is not required to do the assignments, may be approved for Northside students.

Correspondence work, if it is to be counted toward graduation, must be completed on or before April 1st prior to May graduation. Successful completion of such work is the responsibility of the student and the institution from which the work is scheduled. (See Substituting Grades Earned in Night School, Summer School, or by Correspondence.)

GRADUATION EXERCISES

Only those students who have completed all requirements for graduation will be permitted to participate in graduation ceremonies.

Alternate Graduation

A student who completes graduation requirements in summer school, night school, by correspondence course, or TAAS completion may participate in the next graduation ceremony (May or August). The student must notify the principal of his/her home campus as soon as the deficiency is completed in order to be included in the ceremony and to obtain information concerning the exercises.

Students desiring to receive their diploma prior to the graduation ceremony may do so, but they may not participate in the exercises. For students desiring to enroll in college, work programs, or the military and to participate in the graduation ceremony, a letter of completion will be provided the student to enable them to continue his/her education.

Mid-Year and Three-Year Graduates

In order for a student to graduate in less than four years from the District, the following criteria must be met:

1. The student will have earned the total number of units of credit as prescribed by the Board of Trustees.
2. The parents and the student, or the student if 18 or over, will submit a written request to the principal of the high school the student is attending, indicating that the student intends to graduate early. This request shall be submitted during the first two weeks of the semester in which graduation requirements will be met.

The high school principal and the student's counselor will review the request and, if the criteria are met, the student will be graduated at the end of the appropriate semester. The deadline to request mid-year graduation is September 15. The student will be allowed to participate in that year's graduation exercises subject to compliance with the administrative directions of the principal of the high school.

Awarding of Diplomas to Senior Students Transferring Out of District

Any senior high school student, having been enrolled for a minimum of six weeks of the student's senior year and having completed at least 10 units of credit in a Northside high school, who transfers out of the district may request approval to receive a Northside District diploma upon completion of all requirements for graduation from a Northside District high school. Such requests should be directed to the principal of the Northside high school attended by the student prior to the transfer. The student will not be permitted to participate in commencement exercises or other senior activities after transferring.

The following rules will apply:

1. Student initiates request in writing to his Northside high school principal for a Northside diploma.
2. Student submits evidence that the school he is transferring to will provide the appropriate courses necessary to meet Northside district requirements.
3. Principal reviews request.
4. Student is notified of approval or denial of request by principal.
5. Diploma will be sent to receiving school upon submission of the student's transcript of credits earned at the receiving school.
6. Student will be responsible for requesting copies of transcripts for forwarding to colleges or employers.

GRADUATION PROGRAM OPTIONS AND REQUIREMENTS

For Freshmen Who Began High School in the 2000-01 School Year and All Previous Years

All Freshmen who began high school in 2000-01 and previous years will be required to complete one of the Graduation Programs listed below and pass the 10th grade Exit-Level TAAS (Texas Assessment of Academic Skills) test in order to graduate. The requirement of mastery of the Exit -Level TAAS test applies to all students in all Texas public schools.

Northside ISD encourages all students to take a rigorous course of study during all four high school years. Therefore, all students are encouraged to enroll in a graduation program that includes 24 credits to graduate, either the state's Recommended Program or another 24-credit program, one that includes an extra science and so-

cial studies class. Either the Recommended Program or another 24-credit program will help students meet the increased admission credit requirements being considered by many Texas colleges and universities.

Students completing the Recommended and Distinguished Programs will receive the regular diploma with a seal on their AAR (Academic Achievement Record) indicating which graduation program they completed.

Regular Program (22 credits)

Units of credit for graduation

English	4	units
Mathematics	3	units
(to include Algebra I)		
Science	2	units
<i>(to include one credit from either biology I, chemistry I, or physics I)</i>		
Social Studies		
<i>World History or W. Geography</i>	1	unit
<i>U.S. History</i>	1	unit
<i>U.S. Government</i>	1/2	unit
<i>Economics</i>	1/2	unit
Science/Social Studies elective	1	unit
<i>(selected from either World History or World Geog. or another science)</i>		
Physical Education*	1 1/2	units
<i>(Limit two credits: to include Foundations of P.E.)</i>		
Health	1/2	unit
Technology Applications	1	unit
Speech/Communication Applications	1/2	unit
Electives	5 1/2	units
	22	units

* Students may substitute certain physical activities for the one and one-half required units of physical education. Such substitutions are based on the physical activity involved in marching band and pep squad during the fall semester only and ROTC, athletics, and two or three hour vocational gainful employment units during the entire year.

Recommended and Distinguished Programs:

In addition to the Regular Program, the State Board of Education has developed the Recommended and Distinguished Programs for students. The requirements for the Recommended and Distinguished Programs are:

Recommended Program (24 credits)

English	4	units
Mathematics		
<i>Algebra I, Geometry, Algebra II</i>	3	units
Social Studies		
<i>World Geography</i>	1	unit
<i>World History</i>	1	unit
<i>U.S. History</i>	1	unit
<i>Economics</i>	1/2	unit
<i>United States Government</i>	1/2	unit
Science		
<i>Integ. Physic/Chemistry,</i>	3	units
<i>Biology I, Chem I, Physics I</i>		
International Language	2	units
<i>(same language)</i>		
Speech/Communication Applications	1/2	unit
Physical Education*	1 1/2	units
<i>(Limit two credits: to include Foundations of P.E.)</i>		
Health	1/2	unit
Fine Arts	1	unit
Technology Applications	1	unit
Electives**	3 1/2	units
	24	units

* Students may substitute certain physical activities for the one and one-half required units of physical education. Such substitutions are based on the physical activity involved in marching band and pep squad during the fall semester only and ROTC, athletics, and two or three hour vocational gainful employment units during the entire year.

** *Choice of Option I, II, or III*

- I. Advanced Math/Science,*
- II. Career and Technology*
- III. Academics*

OR *State Board of Education approved courses for grades 9-12, relating to the Texas Knowledge and Skills (TEKS), state approved innovative courses and ROTC for one to four credits.*

Distinguished Achievement Program (24 credits)

The Distinguished Achievement Program is basically the same as the Recommended Program with the following exceptions:

1. Students must have 3 units of an International Language
2. Students will take 2-1/2 units in Options I, II, or III or State Board of Education approved courses for grades 9-12, relating to the TEKS, state approved innovative courses and ROTC for one to four credits.
3. Students must complete 4 advanced measures that require student performances that are equivalent to college or professional level work and are judged by external sources, i.e.: A/P Int. Baccalaureate, dual credit.

For Freshmen Beginning the 2001-02 School Year and Freshmen Classes in Years Thereafter

All Freshmen beginning high school in 2001-02 and thereafter will be required to complete a minimum of 24 credits and pass the TAKS (Texas Assessment of Knowledge and Skills) Exit-Level test in the 11th grade in order to graduate from a Northside high school. The requirement to demonstrate mastery of the TAKS test applies to all students in all Texas public schools.

All Freshmen entering in 2001-02 and thereafter will be placed on the Recommended Graduation Program to earn 24 credits. Students who wish to follow either the Northside Minimum Graduation Program or the Distinguished Graduation Program should consult with their campus counselor about these programs.

Students completing the Recommended and Distinguished Graduation Programs will receive the regular diploma with a seal on their AAR (Academic Achievement Record) indicating which program they completed.

Recommended Program (24 credits)

<i>World Geography</i>	1	unit
<i>World History</i>	1	unit
English	4	units
Mathematics		
<i>Algebra I, Geometry, Algebra II</i>	3	units
Social Studies		
<i>World Geography</i>	1	unit
<i>World History</i>	1	unit
<i>U.S. History</i>	1	unit
<i>Economics</i>	1/2	unit
<i>United States Government</i>	1/2	unit
Science		
<i>Integ. Physic/Chemistry</i>	3	units
<i>Biology I, Chem I, Physics I;</i>		
International Language <i>(same language)</i>	2	units
Communication Applications	1/2	unit
Physical Education*	1 1/2	units
<i>(Limit two credits, to include Foundations of P.E., may substitute band, drill team, ROTC, athletics, and certain career and technology courses)</i>		
Health	1/2	unit
Fine Arts	1	unit
Technology Applications	1	unit
Electives**	3 1/2	units
	24	units

- * Students may substitute certain physical activities for the one and one-half required units of physical education. Such substitutions are based on the physical activity involved in marching band and pep squad during the fall semester only and ROTC, athletics, and two or three hour vocational gainful employment units during the entire year.
- ** State Board of Education approved courses for grades 9-12, relating to the Texas Knowledge and Skills (TEKS), state approved innovative courses, and ROTC for one to four credits.

Distinguished Achievement Program (24 Credits)

The Distinguished Achievement Program is basically the same as the Recommended Program with the following exceptions:

1. Students must have 3 units of an International Language
2. Students will take 2 1/2 units in State approved courses in grade 9-12 relating to TEKS, state approved innovative courses, and ROTC for one to four credits.
3. Students must complete 4 advanced measures that require student performances that are equivalent to college or professional level work and are judged by external sources, i.e.: A/P Int. Baccalaureate, dual credit.

Northside Minimum Graduation Program (24 credits)

Units of credit for graduation	Freshman entering in:	
	01-02 & 02-03	03-04 & Beyond
English	4 units	4 units
Mathematics	3 units	3 units
<i>(to include Algebra I and Geometry)</i>		
Science	2 units*	3 units
<i>(to include one credit from either integrated physics, biology1, chemistry1 or physics 1)</i>		
Social Studies		
<i>World Geography or World History</i>	1 unit	1 unit
<i>U.S. History</i>	1 unit	1 unit
<i>U.S. Government</i>	1/2 unit	1/2 unit
<i>Economics</i>	1/2 unit	1/2 unit
Science/Social Studies elective	1 unit	0 units**
<i>(selected from either World History or World Geog. or another science)</i>		
Physical Education*	1 1/2 units	1 1/2 units
<i>(Limit two credits, to include Foundations of P.E.)</i>		
Health	1/2 unit	1/2 unit
Technology Applications	1 unit	1 unit
Communication Applications	1/2 unit	1/2 unit
Electives**	7 1/2 units	7 1/2 units
	24 units	24 units

- * 2001-02 and 2002-03 Freshmen are strongly encouraged to take a third science as one of the total 8 and 1/2 electives (including the science and social studies elective).
- ** 2003-04 Freshmen and those in following years are strongly encouraged to take World History or World Geography as one of their 7 and 1/2 electives.

Exit Level TAAS/TAKS Graduation

Requirements

Texas state law mandates that students must pass all sections of the Exit Level Texas Assessment of Academic Skills (TAAS) test or the Texas Assessment of Knowledge and Skills (TAKS) test, depending upon which year a student entered high school as a freshman and which year he/she will graduate.

If you are scheduled to graduate in the spring of 2004 or earlier, you are required to pass the 10th Grade Exit Level TAAS test.

If you are scheduled to graduate in the spring of 2005 or later, you will be required to pass a new exit level TAKS (Texas Assessment of Knowledge and Skills) test in the spring of your 11th grade.

Please read the following summary on TAAS and TAKS timelines carefully.

IF YOU PLAN TO GRADUATE IN 2004 OR EARLIER

EXIT LEVEL TAAS = In order to complete your testing requirements for a diploma, you must pass all three parts of the Exit Level TAAS test. The subject areas tested on this exit level TAAS test are reading, writing, and mathematics. If you do not pass one or more of the exit level TAAS tests in the 10th grade, you can take that part again whenever it is given. The exit level TAAS is given in the spring, summer and fall of each school year.

The TAAS test is an “academic” rather than minimum skills test. TAAS objectives are broad and sample a wide range of essential elements in the subject areas tested. In addition, many test items on the TAAS test are presented in a format requiring problem solving strategies.

Students passing all sections of the TAAS test are not tested again. Students who do not pass all sections of the TAAS exit level test are required to retake the section(s) not passed. Students successfully completing all high school course requirements without passing the TAAS exit level test may continue to retake sections of the test whenever it is given. A high school diploma will be awarded **only** after all sections of the test have been passed.

District and campus level personnel are working to help every student in Northside master skills needed to pass the exit level TAAS test. Our regular curriculum includes TAAS skills. Specific remedial activities are offered to students not passing sections of the test.

Seniors who have not passed all sections of the test may be required to attend remediation classes held on campus during the regular school day and may be denied senior lunch privilege.

IF YOU PLAN TO GRADUATE IN 2005 OR LATER

If you plan to be in the 11th grade in the spring of 2004 or later, and you plan to graduate from a Texas public high school in the spring of 2005 or later, you will be required to pass the English language arts, mathematics, science, and social studies sections of the new 11th grade exit TAKS (Texas Assessment of Knowledge and Skills) test. The first time you can take this new test is in the spring of your 11th grade. If you do not pass one or more parts of this test the first time you try, you can take that part again whenever it’s given. The 11th grade Exit Level TAKS test will cover material about the following academic subjects:

- **English Language Arts**, including at least English III and writing
- **Mathematics**, including at least Algebra I and Geometry
- **Social Studies**, including early American History and United States History
- **Science**, including at least Integrated Physics and Chemistry and Biology

HUMAN GROWTH AND DEVELOPMENT (SEX EDUCATION)

Information concerning human growth and development and sexuality is taught in a number of high school courses. District programs of instruction support traditional values and promote sexual abstinence before marriage and fidelity in marriage as the expected standard in terms of public health and the only effective way to prevent crisis pregnancies and sexually transmitted diseases.

All students are required to take one-half unit of Health. An AIDS Education unit will be part of this course. Upon parent notifications and approval students may either receive the AIDS instruction or complete an alternate assignment.

Contraceptive information will not be introduced in Biology I during instruction concerning human anatomy and reproduction. Instruction about methods of contraception presented from a medical or scientific perspective will be presented in Biology II, Anatomy and Physiology, and Health Occupations.

Parents will be informed through teacher notification about course content and choices available in Comprehensive Home Economics, Advanced Child Development, Individual and Family Life, and Teen Parenting.

Instructional materials are available for parent review at all high schools where specific courses are taught. Parents who wish to request alternative assignments during such instruction must so notify the principal in writing in a timely manner (TEC 28.004).

NATIONAL HONOR SOCIETY

Each high school campus has a chapter of the National Honor Society. In order to be eligible, a student must have junior or senior standing, have spent at least one semester at the school, and have achieved the minimum cumulative average set by the faculty council. Students who are eligible are rated by faculty members on service, leadership and character. Election of eligible members is decided by the faculty council. Students who are inducted as members are expected to maintain the standards of the National Honor Society. Failure to do so may result in suspension and/or dismissal from the organization.

A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school advisor shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

All National Honor Society chapters are governed by the national constitution. Local needs and conditions are addressed through the chapter bylaws and the faculty council.

NIGHT SCHOOL

The purpose of Evening High School is to give high school students the opportunity to benefit from both enrichment and remedial programs.

Evening High School gives students an excellent opportunity to make up credits lost due to excessive absences or failure of a subject. A total of FIVE (5) sessions are offered throughout the school year: four sessions are held during the regular academic school year and one session is held during the summer.

Students may earn 1/2 unit of credit each session in a course. Only ONE semester of course work may be taken each session. A grade of 70 or higher must be earned in Evening High School to substitute for a previously earned failing grade. Once a student enrolls in Evening High School, each semester grade stands on its own merit. There is no averaging of semester grades to obtain a passing grade. Each semester grade must be a grade of 70 or higher to earn a full credit in a year-long course.

Location

Regular School Sessions: O.W. Holmes High School
6500 Ingram Road
706-7060 after 5:00 p.m.

Fees

- \$110.00 - Tuition per Session per 1/2 credit (Non-Refundable) In-District
- \$130.00 - Tuition per Session per 1/2 credit (Non-Refundable) Out-Of-District
- \$15.00 - Late Registration (Non-Refundable)
- \$10.00 - Return Check Fee

THERE IS NO FEE FOR TEXTBOOK USE.

Class Hours

Regular School Sessions:

Three (3) nights a week – Monday, Wednesday and Thursday or an adjusted schedule when a holiday falls on one of these days – for a total of 20 nights per Session

Summer Session:

Five (5) nights a week – for a total of 20 nights per Session

Hours – All Sessions: 5:30 p.m. to 9:30 p.m.

Session Schedule

(Students must have permission of their counselor or principal in order to enroll.)

Session I September 2 - October 16, 2003
Pre-registration: August 26, 27 and 28

Session II October 26 - December 16, 2003

Pre-registration: October 21, 22 and 23

Session III January 21 - March 8, 2004

Pre-registration: January 13, 14 and 15

Session IV March 29 - May 12, 2004

Pre-registration: March 23, 24 and 25

Session V This session is during the summer and will be held at the high school campus that hosts regular summer school classes.

NUMBER OF CLASSES

All high school students must be enrolled in classes each semester that will award a minimum of 2-1/2 credits when attending a traditional schedule campus. For those students attending a block schedule campus the student must be enrolled in classes that will award three credits.

RANK IN CLASS

Class rank is determined by a student's Grade Point Average (GPA). Grade Point Average is the average of all semester grades awarded credit by the State of Texas. Although correspondence courses meet the graduation requirements, grades from correspondence courses are not computed in the GPA. Official class rank and GPA are recorded on the Student's Academic Achievement Record (AAR) at the end of the sixth semester and then again at the end of the seventh semester which holds as the final GPA and class rank for graduation. A student's AAR is an official school record of all courses and grades, and once recorded, they cannot be removed. When sixth semester GPA's and ranks are released, a one-semester grace period will be afforded for the purpose of legitimate grade changes.

Courses designated as Advanced Placement are weighted eight points per semester for the purpose of class ranking and Grade Point Average only. Likewise, courses designated as "Honors or Pre-AP" are weighted five points per semester for the purpose of class ranking and Grade Point Average only. When a student changes course levels resulting in a level change of weighted points, points will be awarded on a semester basis or yearly basis, whichever applies. Students transferring to Northside from other school districts will receive the above weighted points as delineated no matter what weighted points they received from their previous school district.

No student will be considered for the top two class rank positions unless that student has been continuously enrolled in a Northside high school for the four consecutive semesters immediately preceding graduation. Only Spring graduates will be eligible for the top two rank positions. Selection of these top two class rank positions will be made at the end of the seventh semester.

Traditionally, the positions of valedictorian and salutatorian are awarded to the two top ranking students. However, a student may be disqualified or removed from either position by failure to maintain high standards of scholarship, attendance, conduct and responsibility. Students who enroll in a Northside high school after three years (beginning on the first day after the end of the third year) may not displace a Northside student who ranks in the top ten students at graduation. Such newly enrolled students will be double ranked and the top ten will be expanded to include such students.

Honor students will be considered to be all students with an average of 90.00 and above at the end of the seventh semester of high school.

Three-year graduates will be considered honor graduates with an average of 90.00 and above at the end of the fifth semester of high school. However, three-year graduates will not receive recognition as being in the top ten during the graduation ceremony. Three-year graduates will not be double ranked and the top ten will not be expanded to include them.

Honor students graduating Summa Cum Laude, Magna Cum Laude and Cum Laude will receive special recognition during the graduation ceremony.

REPEATING A COURSE FOR STRENGTH

If a student wishes to repeat a course previously taken and passed to strengthen knowledge or to improve the grade earned, he/she may do so within the next twelve months after completing the course. Courses being repeated for strength must be

taken at a Northside school. Although all grades are posted, credit is awarded one time only. The higher grade achieved, whether as a result of the first or second time the course was taken, is substituted for the lower grade and is used in calculating the student's grade point average.

RETRIEVING CREDIT THROUGH REPETITION OF COURSES

Students who fail both semesters of a full year course must repeat both semesters and obtain an average grade of 70 or better for the two semesters combined to receive credit. If a student fails both semesters of a full year course, such grades may not be averaged with grades earned when the course is repeated in regular school, night school, summer school or correspondence program

Students who pass one semester of a yearlong course will receive credit for the semester passed. Students who fail a semester of a yearlong course and do not receive credit for that semester may repeat the failed semester through an approved regular school, night school, summer school or correspondence program.

The following shall apply:

1. Students desiring to repeat a failed semester of a course that they have completed must obtain permission from their counselor.
2. Seniors desiring to repeat a failed first semester of a full year course prior to completion of the second semester of that course must obtain permission from their counselor. Seniors who have passed the first semester of a full-year course and who are failing the second semester may enroll in the second semester of the course in night school or correspondence course with permission from their counselor. The student will remain enrolled in their home campus course until successful completion of the course in night school or correspondence program.
3. Upon completion of the repeated semester, only passing grades (70 or higher) from the regular school, night school summer school or correspondence program will be accepted for credit for a previously earned failing grade.
4. When a student repeats a failed semester through an approved regular school, night school, summer school, or correspondence program, both the failing grade and the passing grade earned by the repeating semester will be counted when the overall grade point average for determining rank in class is calculated.

METHODS FOR VALIDATING CREDITS

Students enrolling in high school who have been home schooled or who come from an unaccredited high school may validate course work through procedures outlined in **Administration Regulation, SEC-10.** (www.nisd.net)

REQUIREMENTS FOR STUDENTS HOLDING OFFICES AND POSITIONS OF HONOR

In order to obtain the best possible student leadership, and to prevent interference with scholastic achievement, all students must have the approval of the appropriate faculty members before consideration by the students for election or appointment to a student office or position of honor.

The areas suggested to the teachers for consideration and approval are:

1. SCHOLARSHIP
2. CITIZENSHIP
3. DEPENDABILITY
4. COOPERATION
5. CONDUCT

Causes for Disqualification

Students seeking or holding class, student council or club office or honorary positions may be disqualified or removed from holding office or the position of honor for the following reasons.

- Suspension from school
- Failure to comply with rules and regulations of the school
- Lack of interest in fulfilling duties of the office
- Lack of cooperation with sponsors

- Failure to maintain the grade average required by the organization
- Conduct/discipline or attendance problems

Removal from office will be subject to administrative review.

SCHEDULE CHANGES

Northside ISD high schools build their master schedules according to students' selection of courses. The course selection process is designed to encourage careful decision-making by students and their parents based on information regarding graduation, college entrance and career requirements. Once students have indicated their preferences, teachers are employed and assigned to meet those needs.

In order to ensure the integrity of each student's decisions and of the master schedule thus developed, individual schedule change requests will only be considered according to the following guidelines and in the given time frames.

1. Parent signatures are required for all course or level change requests.
2. Changes needed because of clerical errors will be made upon recognition of the error.
3. Decisions concerning schedule changes will be made based on careful consideration of their impact on the student's academic standing in their class.

Guidelines by Category and Time Frame

Elective Changes

For valid reasons

Time Frame

From pre-registration through first week in June

For urgent / substantiated reasons: i.e. low probability of success, physical problems, failure to meet prerequisites of course

Prior to PREP Days

Level Changes

Up, e.g. regular to honors

Time Frame

From PREP days through the 3rd week of progress report of the first grading period.

Down, e.g. honors to regular

After the 3rd week progress report of the first grading period following the NISD policy stated in the section entitled Withdrawal From Courses (Page B-14)

SENIOR EXEMPTION FROM FINAL EXAMINATIONS

For the semester ending in May of a student's senior year, a student's final examination for a specific course will be waived if all of the following conditions are met:

1. The student has three or fewer days absence during the second semester excluding school business absences.
2. The student is passing the entire school year of a full year, one credit course.
3. The student's average for that semester is an eighty or better.
4. The students conduct grade in that class for that semester must be satisfactory or better.

A student who is eligible for exemption may take the exam if he/she desires.

Students who have been assigned to the alternative school during the current semester are ineligible for exemptions.

Campuses have the option to increase the rigor of these exemption standards.

STUDY HALL

Study Hall is considered a regularly scheduled non-credit class. The primary purpose is to offer a place for students to study and work quietly. Students are to bring ample material to work on while in the study hall, and they will not be excused to go to their lockers. Students will be permitted to use the library if needed. If a teacher requests a student out of study hall, that teacher must issue a signed pass to the student prior to the request. Games, such as cards, chess, or checkers are not permitted. No radios, CD players, tape decks or other electronic devices may be played or used during study hall. THIS IS A STUDY PERIOD.

TESTING PROGRAM (High School)

In 2002-2003, all eligible students in Grades 3-11 will participate in the initial year of benchmark testing for the Texas Assessment of Knowledge and Skills (TAKS) testing program in the spring. The TAKS tests in High School include the following tests:

9th Grade: Reading and Math

10th Grade: English Language Arts, Math, Science, and Social Studies

***11th Grade:** English Language Arts, Math, Science, and Social Studies

(*11th grade will become the Exit Grade Level for the new TAKS testing program for students graduating in May 2005 or later. Students will need to pass this 11th Grade Exit Level TAKS test in the spring of 2004 as a requirement to graduate in May of 2005.)

The previous Exit Level TAAS test will continue to be administered each fall, spring, and summer until the cohort group of the 10th grade class of 2001-2002 has successfully graduated in May 2004. All 10th graders take the PLAN Career Assessment.

Parents are urged to have all students present during all testing programs and to encourage their students to do the best on every test. The results provide valuable information to the students, their parents, teachers, counselors and NISD policy-makers through evaluation of individual, classroom, campus and District performance.

Special Provisions regarding Testing:

- 1) 8th grade students failing any portion of the TAKS may be assigned to a TAKS remediation advisory or class during their 9th grade year.
- 2) 8th grade students who fail 2 or 3 portions of the TAKS may also be required to take remedial reading during 9th grade.
- 3) 9th graders who were enrolled in 8th grade remedial reading, but who did not achieve acceptable reading proficiency, may also have remedial reading in 9th grade.
- 4) Students who were absent during TAKS will be administered comparable tests upon return to school with possible assignment to an appropriate remedial advisory or class based on the results of these tests.
- 5) 9th and 10th graders who fail any portion of TAKS may be assigned to remedial classes in 10th or 11th grade in preparation for the 11th grade Exit TAKS along with any 11th grader who fails these mandatory exams.
- 6) Beginning in the spring of 2005, seniors who have not successfully completed all four mandatory TAKS tests for graduation may be denied senior lunch privileges until all portions of the TAKS are successfully passed.

College Preparatory Testing Programs

College-bound juniors should take the Preliminary Scholastic Aptitude Test/National Merit Qualifying Test (PSAT/NMSQT) which serves as a proven predictor of Scholastic Aptitude Test (SAT) scores. The scores from the PSAT are used to qualify high-scoring students for scholarships in the National Merit Program. High-ability 10th graders are also encouraged to take the PSAT as a practice for the official 11th grade test. Students may register for the PSAT in the Registrar's Office. The PSAT will be given on Saturday, October 18, 2003, with an alternate testing date of Tuesday, October 21, 2003. The cost of the PSAT is \$10.

Students who plan to attend college are encouraged to take the SAT and/or ACT at some time during their 10th, 11th, and/or 12th grade year. Scores are valid for up to 5 years and remain in the students' files with the testing company for that time period. Materials for registering for these tests are available in the Career Centers on the high school campuses.

The NISD High School testing schedule for 2003-2004 is as follows:

<u>GRADE</u>	<u>TEST</u>	<u>DATE(S)</u>
9th Grade	TAKS (reading)	February 24
	TAKS (math)	April 29

10th Grade	TAKS (English/LA) TAKS (social studies) TAKS (math) TAKS (science)	February 24 April 27 April 28 April 29
11th Grade	TAAS (retest) TAAS (retest) TAKS (English/LA) TAKS (math) TAKS (science) TAKS (social studies)	October 21, 22, & 23 February 24, 25 & 26 February 24 April 27 April 28 April 29
12th Grade	TAAS (retest) TAAS (retest) TAAS (retest)	October 21, 22, & 23 February 24, 25 & 26 April 27, 28 & 29

The Reading Proficiency Test in English (RPTE) will be given to all Limited English Proficiency identified students in grades 9-12 on March 23, 2004.

WITHDRAWAL FROM COURSES

All high school students are expected to be enrolled in a minimum of 240 minutes of high school credit instruction per day excluding Dual Credit courses.

A student may NOT drop any course during the fifth and sixth weeks of a six weeks grading period or during the eighth and ninth weeks of a nine week grading period. **In the case of a full year course**, a student may drop the class within the first 7 school days of the second semester.

After the last day for dropping courses, a course change request will not be considered until consultation with parents (guardians), teachers, department coordinators, counselors and administration has occurred and final approval is granted by the appropriate administrator. Students dropping courses will be assigned a study hall, where available.

WORK PERIODS

Those students who are enrolled in a cooperative work program or in an approved off-campus educational program supervised by a counselor or teacher at the student's high school will be permitted to leave the campus prior to the end of last period or block on a regularly scheduled daily basis. A senior who needs fewer than seven credits to graduate and who is not enrolled in a cooperative work program or an approved off-campus educational program may request a work release if he / she expects to have a job requiring early dismissal from school. He/she may also request to have a work period first period and start the school day beginning with the second period. All seniors must be enrolled in a minimum of five credits at a 7-Period day high school and six credits at an A/B block high school.

Work releases cannot be granted after the student receives his/her schedule in the fall. If a student drops from a cooperative work program or an approved off-campus educational program, that student will be expected to resume a full-class load and remain on campus for the required minimum number of class periods or blocks for the remainder of the school year.

Students with scheduled work periods (blocks) are to be off campus during this time. Failure to leave the campus promptly can result in disciplinary action. Any student enrolled in a work program who receives HBA or ISS will forfeit the right to work during the time of the disciplinary assignment.