



## High School Programs of Choice Handbook

## Contents

FBISD CORE BELIEFS AND COMMITMENTS.....	4
DISTRICT GOALS AND OBJECTIVES .....	5
PROFILE OF A GRADUATE .....	6
OVERVIEW .....	7
<b>Programs of Choice: Entrance Criteria</b> .....	7
<b>Programs of Choice: Class Rank</b> .....	7
<b>Establishment, Dissolution, or Changes to Programs of Choice</b> .....	7
PROGRAMS OF CHOICE: HIGH SCHOOL ACADEMIES .....	8
<b>Definition</b> .....	8
<b>Overview of High School Academies</b> .....	8
<b>High School Academies</b> .....	8
<b>High School Academies Selection Procedures</b> .....	8
<b>High School Academies Required Courses and Participation</b> .....	9
<b>Math and Science Academy</b> .....	9
<b>Engineering Academy</b> .....	9
<b>Global Studies Academy (GSA)</b> .....	10
<b>International Business and Marketing (IBMA)</b> .....	10
<b>Medical Science Academy</b> .....	12
<b>Digital Media Academy</b> .....	13
The Academy Advisory Committee.....	14
<b>Committee Members</b> .....	14
<b>Committee Requirements</b> .....	14
<b>High School Academies Probation, Dismissal and Withdrawal</b> .....	15
<b>Enrichment Activities</b> .....	16
PROGRAMS OF CHOICE: EARLY COLLEGE HIGH SCHOOL PROGRAMS.....	17
<b>Definition</b> .....	17
<b>Overview of ECHS and P-TECH Programs</b> .....	17
<b>ECHS and P-TECH High School Programs</b> .....	17
<b>ECHS and P-TECH High School Programs Selection Procedures</b> .....	17
<b>ECHS and P-TECH High School Programs Required Courses and Participation</b> .....	17
<b>Withdrawals</b> .....	17
<b>Early College High School Dual Credit Courses Multidisciplinary Pathway</b> .....	18
<b>Early College High School Dual Credit Courses: Science Pathway</b> .....	19
<b>Pathways in Technology: Computer Programing</b> .....	20
<b>Pathways in Technology: Health Science</b> .....	22

<b>Associates of Allied Health A.A.S.</b> .....	22
<b>Early College High School and Pathways in Technology Dual Credit Monitoring</b> .....	23
<b>HCC Monitoring Period</b> .....	23
<b>PROGRAMS OF CHOICE: GRADUATION PLAN</b> .....	25
<b>Early College and P-TECH Additional Information</b> .....	25
<b>APPENDIX A</b> .....	26
<b>Academic Probation Sample Letter</b> .....	26
<b>Discipline Probation Sample Letter</b> .....	27
<b>Enrichment Deficiency and Probation Notice Sample Letter</b> .....	28

## Fort Bend ISD Core Beliefs & Commitments



# 1

### Core Belief

All students can reach their full potential.

#### commitment:

FBISD will provide an educational system that will enable all students to reach their full potential.

# 2

### Core Belief

We believe student success is best achieved...

**A** ...through effective teachers that inspire learning.

#### commitment:

FBISD will recruit, develop and retain effective teachers.

**B** ...in a supportive climate and safe environment.

#### commitment:

FBISD will provide a supportive climate and a safe learning/working environment.

**C** ...by empowered and effective leaders throughout the system.

#### commitment:

FBISD will provide and promote leadership development at all levels.

**D** ...in a well-functioning, high-performing community of learners.

#### commitment:

FBISD will be a collaborative, efficient and effective learning community.

## Mission

FBISD exists to inspire and equip all students to pursue futures beyond what they can imagine.

## Vision

Fort Bend ISD will graduate students who exhibit the attributes of the District's Profile of a Graduate.

## DISTRICT GOALS AND OBJECTIVES

The Fort Bend Independent School District (FBISD) Board of Trustees developed and adopted District Goals and Objectives to align and assist with prioritizing work across the district. These goals and objectives outline a commitment to a student-centered approach to curriculum, instruction, and assessment that will enable all students to reach their full potential.

**District Goal 1:** Fort Bend ISD will provide rigorous and relevant curriculum and deliver instruction that is responsive to the needs of all students.

**District Goal 2:** Fort Bend ISD will provide a positive culture and climate that provides a safe and supportive environment for learning and working.

**District Goal 3:** Fort Bend ISD will recruit, develop, and retain high quality teachers and staff

**District Goal 4:** Fort Bend ISD will engage students, parents, staff, and the community through ongoing communication, opportunities for collaboration and innovation, and partnerships that support the learning community.

**District Goal 5:** Fort Bend ISD will utilize financial, material, and human capital resources to maximize district outcomes and student achievement.

## PROFILE OF A GRADUATE

The vision of FBISD is to graduate students who exhibit the attributes of the District's Profile of a Graduate. A Fort Bend ISD graduate has a rigorous academic foundation, strong character, and is:

### **...equipped with skills for life.**

Fort Bend ISD graduates exhibit grit and determination in all aspects of life; respect self and others; engage in healthy life choices; are literate and articulate; proficient with technology; and meaningfully and practically apply knowledge in productive ways.

### **...a servant leader.**

Fort Bend ISD graduates demonstrate confidence while maintaining a humble and kind demeanor; prioritizing the needs of others while accepting responsibility for themselves and are accountable for their own actions; are optimistic; and strive to bring out the best in others.

### **...an effective communicator.**

Fort Bend ISD graduates communicate clearly both orally and in writing; respectfully and actively listen to others; appropriately engage in courageous conversations; and appropriately adapt their communication style to the audience.

### **...a critical thinker.**

Fort Bend ISD graduates are visionary and solutions-oriented problem solvers; are inquisitive and innovative; and have the courage to actively challenge conventional methods in order to improve themselves and the world around them.

### **...a compassionate citizen.**

Fort Bend ISD graduates are empathetic to their fellow citizens, exhibiting care and concern for others; are inclusive and embrace differences; are culturally aware; actively engage in improving our diverse community; exercise their right to vote; and are dependable, respectful, trustworthy, and self-disciplined.

### **...a collaborative team member.**

Fort Bend ISD graduates work effectively with others to achieve group goals; take actions that respect the needs and contributions of others; yield their own objectives to the goals of the team; and positively facilitate and contribute to teamwork.

### **...a life-long learner.**

Fort Bend ISD graduates approach life with wonder and curiosity; seek opportunities to be creative; possess a thirst for knowledge and the ability to adapt to change; and are academically prepared to pursue and attain futures beyond what they can imagine!

## OVERVIEW

High school programs of choice in the Fort Bend Independent School District are schools within schools that offer unique choices of study that are designed to enhance the learning within the comprehensive high school. Each program is unique and designed to enrich learning in the specialized area in order to meet the varying needs, interests, and abilities of the FBISD student population. Students in a program will study within their cohort and among students in the same school.

Each program includes a strong and clearly articulated pathway from entrance through graduation that supports student achievement in advanced courses.

Each program shall reflect the following:

1. Program enrollment is based on a common application and selection process.
2. Satellite transportation provided to Program sites at no cost to the student.
3. Criteria for completion of a Program is specific to the program of choice.

### Programs of Choice: Entrance Criteria

Students enrolled in 8<sup>th</sup> grade, who wish to apply for a program, shall complete a District application by the deadline and submit any specific information required. Students must reside in Fort Bend Independent School District at the time of application to be considered for admittance or be the student of an employee who utilizes the employee transfer for their student.

Admittance to each program is unique to the nature of the program.

- Academy programs shall be based on a matrix of components:
  - Students' 7<sup>th</sup> grade core class grades for semester 1 and semester 2.
  - Students' 8<sup>th</sup> grade core class grades for semester 1.
  - For STEM Academies (Math and Science, Engineering, and Medical Science) take a math and/ or science test.
  - For Humanities Academies (Global Studies, International Business & Marketing, and Digital Media) complete an interview.
- Early College and Pathways in Technology Programs shall be based on a weighted lottery with 70% of students coming from the zoned campus and 30% from all other district campuses.

Applications and requirements for each program are available on the [FBISD website](#).

### Programs of Choice: Class Rank

For the classes of 2024, students in a Program of Choice shall be ranked with the students at the high school within the attendance boundary in which they reside.

For the class of 2026 and beyond, students in a Program of Choice shall be ranked with the students at the high school where they receive instruction.

### Establishment, Dissolution, or Changes to Programs of Choice

FBISD Administration may establish new programs should the need arise. Other changes to criteria for acceptance, removal, or programmatic changes (including location) will be at the recommendation of the Superintendent or his designee. (See [FC LOCAL](#))

The number of students accepted into programs is based on building utilization feasibility. The Superintendent or designee will review program enrollment annually to determine the feasibility of program continuance.

# PROGRAMS OF CHOICE: HIGH SCHOOL ACADEMIES

## Definition

Fort Bend ISD High School Academies exist to provide specialized learning communities with concentrated and robust course pathways comprised of career and academic classes.

## Overview of High School Academies

The following general duties shall ensure fair and equitable access to academies in Fort Bend ISD:

1. Provision of educational opportunities shall be commensurate with student's abilities and/or achievement.
2. Academy program policies and procedures shall be conveyed through the district website.
3. The process shall not discriminate on the basis of race, creed, culture, gender, economic status or disabling condition.
4. Students must reside within Fort Bend ISD or enroll as a transfer to be eligible to apply for academies.
5. The Academy Review Committee shall be comprised of the High School Programs Managers, the campus Associate/Principal, a counselor and one district designee as identified by the Executive Director of SEL and Comprehensive.

## High School Academies

The District shall provide Academies in the following areas of study:

- Math and Science
- Medical Science
- Engineering
- Digital Media
- International Business and Marketing
- Global Studies

## High School Academies Selection Procedures

Students residing in Fort Bend ISD or enrolled as an employee transfer may apply for the academy through an online application.

1. Students in grades 8 may apply for any or all the following academies:
  - a. Engineering Academy
  - b. Math and Science Academy
  - c. Global Studies Academy
  - d. International Business and Marketing Academy
  - e. Medical Science Academy
  - f. Digital Media Academy
2. Students must have successfully passed all parts of the 7<sup>th</sup> grade STAAR exam or other STAAR exam if there was a placement in Algebra I, for example to be considered for all academies. The Academy Selection Committee will consider students who did not take the 7<sup>th</sup> grade STAAR exam and review alternative standardized scores if available.
3. It is recommended, but not required, that students applying to the Math and Science, Engineering, or Medical Science Academies complete Algebra I prior to the start of their freshman year.
4. Students applying to the Math and Science, Engineering, and/or Medical Science Academies will take a math entrance exam.
5. Students applying to the Global Studies, Digital Media, and/or International Business and Marketing Academy will complete an interview.
6. Final acceptance into an Academy is contingent upon successful completion of all 8<sup>th</sup> grade courses during the standard school year.
7. All Academy students and parents will sign a commitment form before the start of school indicating their understanding of all program requirements.
8. The Academy application will consider Fall and Spring Semester grades, Fall Semester 8<sup>th</sup>, a math entrance exam for the STEM academies and interview for the NON-STEM academies.

**The number of students selected into an academy will be determined based on campus utilization.**



## High School Academies Required Courses and Participation

Students enrolled in academies are held to higher standards and therefore must complete all graduation requirements and specific and advanced academic courses, enrichment activities, community service and performance measurements as outlined below. Students are required to be enrolled in an Academy course each semester. Required Academy courses are bolded in each four-year plan below is an example.

### Math and Science Academy

1. Complete at least 10 advanced credits through a combination of math and science courses inclusive of Calculus AB or BC.
2. Enroll in AAC, AP, Honors, OnRamps, or Dual Credit math and science courses.
3. Advanced math and science courses must be taken on campus during the school year; summer courses are not allowed.
4. Must complete one advanced Computer Science credit. (Computer Science I AAC , Principles of Computer Science, or AP Computer Science A (if they have the prerequisite). This will not satisfy math credits as stated in 1.
5. Participate in four pre-approved Math/Science Academy enrichment activities annually.
6. Complete one graduation project from the approved list.
7. Complete 100 hours of community service by April 1<sup>st</sup> of their senior year.

	1 <sup>st</sup> period	2 <sup>nd</sup> period	3 <sup>rd</sup> period	4 <sup>th</sup> period	5 <sup>th</sup> period	6 <sup>th</sup> period	7 <sup>th</sup> period
9th	English I	World Geo	<b>AAC Geometry</b>	<b>AAC Bio</b>	Language I	<b>AAC or AP Computer Science</b>	Elective
10th	English II	World History	<b>AAC Algebra II</b>	<b>AAC Chemistry</b>	Language II	Elective	<b>AP Physics I</b>
11th	English III	US History		<b>AP level Science</b>	Fine Arts	Elective	Elective
12th	English IV	US Government/ Economics		<b>AP Science Elective</b>	PE	Health/ Professional Communications	Elective

### Engineering Academy

1. Complete four Engineering credits in a coherent sequence as identified by the Engineering Academy Pathway on campus.
2. Must be enrolled in AAC, AP, Honors, OnRamps or Dual Credit math and science course all four years at the campus inclusive of Calculus AB or BC, Physics and Chemistry.
3. Advanced math and science courses must be taken at the campus during the school year. No summer math and science courses will be approved.
4. Participate in four pre-approved Engineering enrichment activities annually.
5. Complete 100 hours of community service while enrolled in the Academy.

	1 <sup>st</sup> period	2 <sup>nd</sup> period	3 <sup>rd</sup> period	4 <sup>th</sup> period	5 <sup>th</sup> period	6 <sup>th</sup> period	7 <sup>th</sup> period
9th	English I	World Geo	<b>AAC Geometry</b>	<b>AAC Bio</b>	Language I	<b>Intro to Engineering Design (IED)</b>	Elective
10th	<u>English II</u>	World History	<b>AAC Algebra II</b>	<b>AAC Chem.</b>	<u>Language II</u>	<b>Engineering Science</b>	Elective
11th	English III	<u>US History</u>	<b><u>AAC Calculus</u></b>	<b>AP level Science</b>	Fine Arts	<b>Civil OR Aerospace</b>	Elective
12th	English IV	<u>Senior Government/ Economics</u>	<b><u>AP Calculus</u></b>	<b><u>AP Science Elective</u></b>	PE	<b><u>Engineering Design &amp; Develop</u></b>	Elective

**Global Studies Academy (GSA)**

1. Complete four credits of Languages other than English (LOTE) offered on campus (levels I through IV – AP) consecutively.
2. Complete the Capstone course.
3. Must be enrolled in pre-AP, AP, Honors or Dual Credit English all four years at the campus.
4. Must earn five credits in Social Studies at the campus.
5. Participate in four pre-approved Global Studies enrichment activities annually.
6. Complete 100 hours of community service while enrolled in the Academy.

**For (GSA) Students in the Classes of 2025 and beyond at Travis and Kempner High Schools**

	9th	10th	11th	12th
<b>1</b>	<b>AAC English I</b>	<b>AAC English II</b>	<b>AP English III</b>	<b>AP or DC English IV</b>
<b>2</b>	<b>AAC World Geography or AP Human Geography</b>	World History	US History	US Government and Economics
<b>3</b>	Algebra 1	Geometry	Algebra I	Pre-Calculus
<b>4</b>	Biology	Chemistry	Physics I	Science
<b>5</b>	<b>Language I</b>	<b>Language II</b>	<b>Language III</b>	<b>Language IV</b>
<b>6</b>	Health/ Speech	Elective	<b>AP African American Studies, Mexican American Studies, or AP European History</b>	<b>Academy Capstone</b>
<b>7</b>	Fine Arts	PE	Elective	Elective

**SAMPLE High School Plan:** Variations such as involvement in athletics, fine arts and summer courses taken will affect the actual high school plan for each student. Courses that are in **BOLD** are requirements for the Global Studies Academy. Students are co-horted in their AAC English I–III AP courses, AAC World Geography or AP Human Geography, and Academy Capstone. Students must complete World History at the host campus during the regular school year.

*Note: Advanced Academic Course (AAC) were formerly known as Pre-AP.*

**International Business and Marketing (IBMA)**

1. Complete six Business/Marketing credits in a coherent sequence as identified in the International Business and Marketing Academy Pathway on the campus.
2. Must earn a minimum of four credits in qualifying pre-AP, AP, Dual Credit or Honors credits from English, Math, Science, Social Studies, Fine Arts, or LOTE by graduation.
3. Complete one graduation project from the approved list.
4. Take and pass all appropriate course certifications.
5. Participate in four pre-approved International Business and Marketing enrichment activities annually.
6. Complete 100 hours of community service while enrolled in the Academy.

**SAMPLE High School Plan (IBMA):** The sample below is for the class of 2025 and beyond. Variations such as involvement in athletics, fine arts and summer courses taken will affect the actual high school plan for each student. Courses that are in **BOLD** are requirements for the International Business and Marketing Academy. You are strongly encouraged to take AAC/AP/CN course work in ELA and math. You must plan for a minimum of 4 credits in qualifying advanced coursework. Students are grouped in cohorts for select business/marketing courses. Courses/ Pathway are subject to change in the event TEA makes changes to approved courses.

**For (IBMA) Students in the Classes of 2025, 2026 and 2027 and at Travis High School**

	9th	10th	11th	12th
1	English I	English II	English III	English IV
2	World Geography	World History	US History	US Government and Economics
3	Algebra 1	Geometry	Algebra II	Pre-Calculus
4	Biology	Chemistry	Physics I	Science Elective
5	Language I	Language II	Elective	Elective
6	<b>Principles of Business Marketing and Finance</b>	<b>Business Information Management 1</b>	<b>Global Business (0.5 credits)/ Virtual Business (0.5 credits)</b>	Elective
7	Fine Arts	<b>Business Law</b>	<b>Business Management</b>	<b>Entrepreneurship</b>

**For (IBMA) Students in the Classes of 2028 and beyond at Kempner High School**

**ENTREPRENEURSHIP PATHWAY**

	9th	10th	11th	12th
1	English I	English II	English III	English IV
2	World Geography	World History	US History	US Government and Economics
3	Algebra 1	Geometry	Algebra II	Pre-Calculus
4	Biology	Chemistry	Physics I	Science Elective
5	Language I	Language II	Fine Arts	Elective
6	<b>Principles of Business Marketing and Finance</b>	<b>Entrepreneurship I</b>	<b>Entrepreneurship II</b>	<b>Practicum in Entrepreneurship</b>
7	<b>Business Info Management I</b>	PE	Elective	Elective

**For (IBMA) Students in the Classes of 2028 and beyond at Kempner High School**

**MARKETING PATHWAY**

	9th	10th	11th	12th
<b>1</b>	English I	English II	English III	English IV
<b>2</b>	World Geography	World History	US History	US Government and Economics
<b>3</b>	Algebra 1	Geometry	Algebra II	Pre-Calculus
<b>4</b>	Biology	Chemistry	Physics I	Science Elective
<b>5</b>	Language I	Language II	Fine Arts	Elective
<b>6</b>	<b>Principles of Business Marketing and Finance</b>	<b>Marketing</b>	<b>Advanced Marketing</b>	<b>Practicum in Marketing</b>
<b>7</b>	PE	<b>Sports Marketing/ Social Media Marketing</b>	Elective	Elective

**Medical Science Academy**

1. Complete six Medical Science credits in a coherent sequence inclusive of Medical Terminology and Anatomy and Physiology as identified by the Medical Science Academy pathways on campus.
2. Must be enrolled in pre-AP, AP, Honors or Dual Credit science all four years inclusive of Biology, Chemistry and Physics at the campus.
3. Complete one graduation project from the approved list.
4. Take and pass all appropriate course certifications.
5. Participate in four approved medical science enrichment activities annually.
6. Complete 100 hours of community service while enrolled in the Academy.

	1 <sup>st</sup> period	2 <sup>nd</sup> period	3 <sup>rd</sup> period	4 <sup>th</sup> period	5 <sup>th</sup> period	6 <sup>th</sup> period	7 <sup>th</sup> period	8 <sup>th</sup> period
<b>9th</b>	English I	World Geography	Algebra I	<b>AAC Biology</b>	Language I	Elective	Elective	<b>Principles of Health Science</b>
<b>10th</b>	English II	World History	Geometry	<b>AAC Chemistry</b>	Language II	Elective	<b>Medical Terminology</b>	Elective
<b>11th</b>	English III	US History	<b>Anatomy &amp; Physiology</b>	<b>Medical Microbiology</b>	<b>AP Chem.</b>	Elective	Elective	Algebra II
<b>12th</b>	English IV	US Government/ Economics	Pre-Calculus	<b>AP Biology</b>	<b>Pharmacology</b>	<b>Pathophysiology</b>	Elective	Elective

**Medical Science Academy at Hightower HS Class of 2025, 26, and 27**

<b>9<sup>th</sup></b>	<b>10<sup>th</sup></b>	<b>11<sup>th</sup></b>	<b>12<sup>th</sup></b>
Principles of Health Science	Medical Terminology	Medical Microbiology and Anatomy and Physiology	Pathophysiology and Pharmacology

**Medical Science Academy at Hightower HS Class of 2028 and Beyond**

<b>Pathway</b>	<b>9<sup>th</sup></b>	<b>10<sup>th</sup></b>	<b>11<sup>th</sup></b>	<b>12<sup>th</sup></b>
Kinesiology	Principles of Health Science	Kinesiology I	Kinesiology II and Anatomy and Physiology	Pathophysiology and Practicum in Health Science
Biomedical	Principles of Biomedical Science (PLTW)	Human Body (PLTW)	Medical Intervention (PLTW) and Medical Microbiology	Pathophysiology and Biomedical Intervention (PLTW)

*Note the variations by cohort for the Medical Science Academy*

**Exercise Science and Wellness Pathway**

	<b>9th</b>	<b>10th</b>	<b>11th</b>	<b>12th</b>
<b>1</b>	English I	English II	English III	English IV
<b>2</b>	World Geography	World History	US History	US Gov't. and Macroeconomics
<b>3</b>	Algebra I	Geometry	Algebra II	Pre-Calculus
<b>4</b>	<b>AAC Biology</b>	<b>AAC Chemistry</b>	<b>AP Biology</b>	<b>Pathophysiology</b>
<b>5</b>	Language I	Language II	Fine Arts Elective	PE
<b>6</b>	Elective	Elective	<b>Anatomy and Physiology</b>	Elective
<b>7</b>	<b>Principles of Health Science</b>	<b>Kinesiology I</b>	<b>Kinesiology II</b>	<b>Practicum in Health Science</b>

**Digital Media Academy**

1. Complete six credits in a coherent sequence as identified by the Digital Media Academy pathway on the campus.
2. Must earn a minimum of four credits in qualifying pre-AP, AP, Dual Credit or Honors credits from English, Math, Science, Social Studies, Fine Arts, or LOTE by graduation.
3. Complete one graduation project from the approved list.
4. Take and pass all appropriate course certifications.
5. Participate in four approved digital media enrichment activities annually.
6. Complete 100 hours of community service while enrolled in the Academy.

**For (DMA) Students in the Classes in 2025 and beyond at Travis and Kempner High Schools**

	9th	10th	11th	12th
<b>1</b>	<b>English I (AAC Recommended)</b>	<b>English II (AAC Recommended)</b>	<b>English III (AP Recommended)</b>	<b>English IV (AP or DC Recommended)</b>
<b>2</b>	World Geography	World History	US History	US Government and Economics
<b>3</b>	Algebra 1	Geometry	Algebra I	Pre-Calculus
<b>4</b>	Biology	Chemistry	Physics I	(4th) Science
<b>5</b>	<b>Language I</b>	<b>Language II</b>	Fine Arts	PE
<b>6</b>	Elective	Psychology/ Sociology	Elective	Elective
<b>7</b>	Elective	<b>AAC/AP Computer Science</b>	<b>Graphic Design and Illustration II</b>	Elective
<b>8</b>	<b>Principles of Audio/Visual Technologies and Communication</b>	<b>Graphic Design and Illustration I</b>	<b>Graphic Design and Illustration II (LAB)</b>	<b>Graphic Design and Illustration Practicum</b>

**SAMPLE High School Plan (DMA):** The sample below is for the class of 2024 and beyond. Variations such as involvement in athletics, fine arts and summer courses taken will affect the actual high school plan for each student. Courses that are in **BOLD** are requirements for the Digital Media Academy. In addition, you are required to take at least one AAC level or above core course all four years. You must also enroll in one credit of AAC/AP Computer Science.

Note: Advanced Academic Course (AAC) were formerly known as Pre-AP. Must enroll in an ACC/ AP course all four years.

## THE ACADEMY ADVISORY COMMITTEE

The purpose of the Academy Advisory Committee is to gather input from students, parents, teachers, counselors, and administrators to review academies when changes are needed or there is a need to ensure alignment to district goals. The committee will provide recommendations for future improvements to all academy programs.

### Committee Members

- Academy Teacher Liaisons from academy (as needed)
- Counselor academy campus (as needed)
- Administer academy campus as needed)
- High School Program Manager
- CTE Program Manager
- Director of SEL and Enrichment

### Committee Requirements

- Set clear goals to meet the purpose of the committee aligned to district goals.
- Establish subcommittees facilitated by HS Programs Coordinator and Director of SEL & Enrichment Programs
- Provide a Preliminary Findings and Recommendations report to the Director of SEL and Enrichment Programs.

## High School Academies Probation, Dismissal and Withdrawal

Academy students are expected to meet requirements and show academic progress toward the established four-year plan regarding grades, conduct, community service and enrichment activities at all times. The Academy Review Committee will periodically review student records for compliance purposes. See Appendix A for sample probation documents.

### Definitions

Probation is defined as formal notification and required interventions as outlined by district administration. All probationary measures will be implemented to support student success in the areas of concern.

Dismissal is defined as removal from the academy program and a return to the student's zoned campus. All dismissals will be reviewed by the Academy Review Committee. If a dismissal (not related to behavior) occurs at the end of the first semester of a student's senior year, the student may petition Student Affairs for permission to remain on campus through graduation. However, the student would no longer be part of the academy.

### Expectations

1. Academy students must be enrolled in the appropriate sequence of academy and academic courses as outlined in the program guidelines at all times.
2. Academy students must maintain a 75 or higher in all academy specific courses.
3. Academy students must maintain a 70 or higher in all other courses.
4. Academy students must complete 12.5 approved community service hours each semester, totaling at least 100 hours by senior year. Minimum benchmarks are 25 hours by the end of freshman year, 50 by sophomore year, and 75 by junior year. The senior-year deadline will be set by the Academy Coordinator in alignment with graduation requirements.
5. Academy students must participate in at least two enrichment activities per semester as outlined by the Academy Coordinator.

### Grades

Academy coordinators will monitor student grades at each progress report. If a student's grades fall below expectations during a progress report period, the student will be required to attend tutorials as outlined by the academy coordinator and the appropriate classroom teacher.

If a student fails to meet expectations at the end of a semester, they will be placed on probation for one semester.

Two consecutive semesters below the standard will result in dismissal from the Academy and a return to the zoned campus at the end of the semester in which the second violation occurs.

Failure to pass any course at the end of the academic year will result in a review by the Academy Review Committee to determine whether probation or dismissal is appropriate.

### Conduct

Discipline referrals resulting in In School Suspension (ISS) will be handled in the following manner:

- 1<sup>st</sup> offense = warning;
- 2<sup>nd</sup> offense = one year probation with written notice as well as phone or meeting contact with parent;
- 3<sup>rd</sup> offense = discretionary removal from the academy at the end of the semester;
- 4<sup>th</sup> offense = mandatory removal from the academy at the end of the semester.

Discipline referrals resulting in out of School Suspension (OSS) will be handled in the following manner:

- 1<sup>st</sup> offense = one year probation with written notice as well as phone or meeting contact with parent;
- 2<sup>nd</sup> offense = discretionary removal from the academy at the end of the semester;
- 3<sup>rd</sup> offense = immediate dismissal from the academy.

### Probationary Period Requirements

- Any other offence that results in placement at DAEP, results in immediate removal from the academy.
- Any offence that results in OSS or ISS, results in immediate removal from the academy.

**Placement in the District Alternative Education Program (DAEP) at MR Wood, will result in immediate removal from the academy.**

## **Community Service**

Academy students must complete a minimum of 25 hours of community service during the standard academic year until a total minimum of 100 hours over the course of the academy program is achieved. Community service must be preapproved by the Academy Coordinator.

Academy Coordinators will monitor community service progress on a semester basis. In the event that a student fails to meet expectations at the end of a semester, he/she will be placed on probation for one semester.

Two consecutive semesters below the standard will result in dismissal from the Academy and return to the zoned campus at the end of the semester in which the second violation occurs.

## **Enrichment Activities**

Participation in enrichment activities is designed to increase student success through the application of information learned in academic settings. Academy students must complete four enrichment activities in each standard academic year.

Academy Coordinators will monitor student participation in enrichment activities each grading period. In the event that a student fails to meet expectations at the end of a semester, they will be placed on probation for one semester.

Two consecutive semesters below the standard will result in dismissal from the Academy and return to the zoned campus at the end of the semester in which the second violation occurs.

## **Withdrawals**

Students who wish to withdrawal from an academy must:

- Complete the withdrawal form.
- Meet with the Program Manager
- Understand that by withdrawing from an academy means:
  - Students will be unenrolled at the academy high school unless zoned to that high school.
  - Must return to their zoned high school.
  - Cannot come back to the academy program at a later date.
  - Withdrawing from the academy is final.



# PROGRAMS OF CHOICE: EARLY COLLEGE HIGH SCHOOL PROGRAMS

## Definition

Fort Bend ISD Early College High Schools (ECHS) and Pathways in Technology (P-TECH) exist to provide students the opportunity to earn up to 60 hours of college credit while earning their high school diploma. It also exists to provide students the ability to earn industry certifications in the two Pathways in Technology programs (P-TECH).

## Overview of ECHS and P-TECH Programs

The following general duties shall ensure fair and equitable access to Early College High Schools (ECHS) in Fort Bend ISD:

1. Provision of educational opportunities shall be commensurate with student's abilities and/or achievement.
2. ECHS program policies and procedures shall be conveyed through the district website.
3. The process shall not discriminate on the basis of race, creed, culture, gender, economic status or disabling condition.
4. Students must reside within Fort Bend ISD or be enrolled on a transfer to be eligible for ECHS.

## ECHS and P-TECH High School Programs

The District shall provide Early College Programs in the following areas of study:

- Medical Assistance
- Computer Science
- Cyber Security
- General Studies Science
- General Multidisciplinary Studies

## ECHS and P-TECH High School Programs Selection Procedures

Students residing in Fort Bend ISD or enrolled as an employee transfer may apply for an Early College High School through an online application.

1. Students in grades 8, and 9 may apply for any or all of the following ECHS programs.
  - a. Early College High School
  - b. Pathways in Technology: Computer Programming
  - c. Pathways in Technology: Medical Assistance
2. Final acceptance into the ECHS/P-TECH programs is contingent upon successful completion of all 8<sup>th</sup> grade courses during the standard school year.
3. If there are more than 100 applicants per program, 70% will come from the program high school zoned students, and 30% will come from all other district campuses.

The number of students selected into an ECHS/P-TECH program will be determined based on campus utilization.

## ECHS and P-TECH High School Programs Required Courses and Participation

Students enrolled in ECHS P-TECH programs are held to a higher standard and therefore must complete all FBISD graduation requirements and IHE course requirements as identified by the program.

1. Students are required to be enrolled in dual credit courses according to their degree plan.
2. Students must be enrolled in AAC and AP core courses each year.

## Withdrawals

Students who wish to withdrawal from either an ECHS or P-TECH program must:

- Complete the withdrawal form
- Meet with the Program Dean
- Understand that by withdrawing from a program means:
  - Students will be unenrolled at the program high school unless zoned to that high school.
  - Must return to their zoned high school.
  - Cannot come back to the program at a later date.
  - Withdrawing from the academy is final.

## Early College High School Dual Credit Courses Multidisciplinary Pathway

9 <sup>th</sup> Grade	English	Math	Science	Social Studies	AVID	Foreign Language*	Physical Education*	Fine Arts*
HS Courses	English I AAC	AAC Algebra I or AAC Geometry	AAC Biology	AAC World Geography	AVID I	Spanish I or II French I or II	One PE credit	One Fine Arts Credit

❖ Students who took Algebra I in middle school will take College Math as Juniors. All others will take Geometry AAC during Summer prior to 10<sup>th</sup> grade

10 <sup>th</sup> Grade	English	Math	Science	Social Studies	AVID	Foreign Language*	Health	College Course
Fall	English II AAC	AAC Geometry or ALG II AAC	Chemistry AAC	World History AAC	AVID II	Spanish II or French II	Health .5	College Transition- LP111
Spring	English II AAC	AAC Geometry or ALG II AAC	Chemistry AAC	World History AAC	AVID II	Spanish II or French II	HS Elective .5	Profession Communication DC- CAT385

11 <sup>th</sup> Grade	English	Math	Science	Social Studies	AVID	HS Elective	Fine Arts	Elective
Fall	Composition I 1301	Independent Study Math MA5551	Biology 1306 A	DC US History I 1301	AVID III	OPEN	Art History A 1303	FA Elective .5
Spring	Composition II 1302	College Algebra 1314	Biology 1309 B	DC US History II 1302	AVID III	OPEN	Art History B 1304	OPEN

12 <sup>th</sup> Grade	English	Government	AVID	Humanities	Social Science	Elective	HS Elective	HS Elective
Fall	British Literature I 2322	Federal Government 2305	AVID IV	World Cultures 2323	Introduction to Sociology 1301	Personal & Community Heath-1304	OPEN	OPEN
Spring	British Literature II 2323	Texas Government 2306	AVID IV	Economics 2301	General Psychology 2301	OPEN	OPEN	OPEN

### Early College High School Dual Credit Courses: Science Pathway

9 <sup>th</sup> Grade	English	Math	Science	Social Studies	AVID	Foreign Language*	Physical Education**	Fine Arts
HS Courses	English I AAC	AAC Algebra or AAC Geometry	AAC Biology	AAC World Geography	AVID I	Spanish I or II French I or II	One PE Credit	One Fine Arts Credit

❖ Students who took Algebra I in middle school will take College Math as Juniors. All others will take Geometry AAC during Summer prior to 10<sup>th</sup> grade

10 <sup>th</sup> Grade	English	Math	Science	Social Studies	AVID	Foreign Language*	Health	College Course
Fall	English II AAC	AAC Geometry or AAC ALG II	Chemistry AAC	World History AAC	AVID II	Spanish II or French II	Principles of Health Science	College Transition LP111
Spring	English II AAC	Pre AP-Geometry or ALG II AAC	Chemistry AAC	World History AAC	AVID II	Spanish II or French II	Principles of Health Science	Profession CommunicationDC- CAT385

11 <sup>th</sup> Grade	English	Math	Science	Social Studies	AVID	Fine Arts	HS Elective	HS Elective
Fall	Composition I301	College Algebra MA5552	Biology A 1306 w/Lab	DC US History I 1301	AVID III	Art History I A 1303	HCC Elective	OPEN
Spring	Composition I302	Trigonometry 1316	Biology B 1309 w/Lab	DC US History II 1302	AVID III	Art History II B 1304	OPEN	OPEN

12 <sup>th</sup> Grade	English	Government	Math	AVID	Economics	Science	HS Elective	HS Elective
Fall	British Literature I 2322	Federal Government 2305	Pre-Calculus 2412	AVID IV	OPEN	Anatomy & Physiology I 2301 w/Lab	OPEN	OPEN
Spring	English IV AAC	Texas Government 2306	OPEN	AVID IV	Economics 2301	Anatomy & Physiology II 2302w/Lab	OPEN	OPEN

## Pathways in Technology: Computer Programing

WHS P-TECH Computer Science Associate Degree			
Freshman Year		Credits	
Fall	Spring	FBISD	HCC
English I AAC	English I AAC	1	
Algebra I or Geometry AAC	Algebra I or Geometry AAC	1	
Biology AAC	Biology AAC	1	
World Geography AAC	World Geography AAC	1	
Foreign Language (1st or 2nd yr) or Free/Required Elective	Foreign Language (1st or 2nd yr) or Free/Required Elective	1	
PE	PE	1	
AVID I	AVID I	1	
Health	EDUC 1300: College Transitions	1	
Summer Before Sophomore Year		Credits	
		FBISD	HCC
Geometry if not completed freshman year		1	
Sophomore Year		Credits	
Fall	Spring	FBISD	HCC
English II AAC	English II AAC	1	
OnRamps Algebra II	OnRamps Algebra II	1	3
Chemistry AAC	Chemistry AAC	1	
World History	World History	1	
Foreign Language (2nd yr) or Free/Required Elective	Foreign Language (2nd yr) or Free/Required Elective	1	
AVID II	AVID II	1	
ITSE 1411: Beginning Web Programming	Speech	1	4
ITSC 1309: Integrated Software Applications I (Program Elective)	ITSE 1402: Computer Programming: Swift I	1	7

Junior Year		Credits	
Fall	Spring	FBISD	HCC
Math 1324: Math for Business and Social Science	ITNW 1309: Fundamentals of Cloud Computing	1	6
ITNW 1425: Fundamentals of Networking Technologies	COSC 1436: Program Fundamentals I	1	4
ITSE 1346: Database Theory and Design	Elective	1	3
English 1301 (Eng III A)	English 1302 (Eng III B) Humanities Elective	1	6
World History	World History	1	
Science Elective	Science Elective	1	
AVID III	AVID III	1	
Elective	Elective	1	
Senior Year		Credits	
Fall	Spring	FBISD	HCC
COSC 1437: Programming Fundamentals II	COSC 2436: Programming Fundamentals III	1.5	8
ITSE 2402: Intermediate Web Programming	INEW 2434: Advanced Web Programming	1	8
ITSE 2475: Introduction to DevOps	INEW 2332: Comprehensive Software Project: Coding, Testing, and Implementation	1.5	7
English IV A	English IV B	1	
Government	Economics	1	
Science Elective	Science Elective	1	
Elective	Elective		
Total Credits		32	56

**Pathways in Technology: Health Science**  
**Associates of Allied Health A.A.S.**

	9 <sup>th</sup> Grade	Summer	10 <sup>th</sup> Grade	Summer II	11 <sup>th</sup> Grade	Summer III	12 <sup>th</sup> Grade
1	<u>ENG 1 AAC</u>	<u>Health</u>	<u>ENG II AAC</u>	<u>Basic Health Profession Skills (HPRS 1304)</u>	<u>ENG III AAC</u>	<u>Medical Law &amp; Ethics (MDCA 1205)</u>	<u>COMP I &amp; II (ENGL 1301, 1302)</u>
2	<u>BIO AAC</u>	<u>Professional Communications</u>	<u>CHEM AAC</u>		<u>Anatomy &amp; Physiology I&amp;II Lab/Lecture (BIOL 2301, 2101, 2302, 2102)</u>	<u>Medical Records for Scribe (MDCA 1372)</u>	<u>Procedures in Clinical Settings (MDCA 1417)</u>
3	<u>ALG 1 AAC/Geometry AAC</u>		<u>ALG II AAC/Geometry AAC</u>		<u>US History to 1877 (HIST 1301)</u>		<u>Medical ASSIST Exam Review (MDCA 1254)</u>
4	<u>W. Geography AAC</u>		<u>Intro to Health Professions (HPRS 1201)</u>		<u>US History II (HIST 1302)</u>		<u>Practicum (MDCA 1265)</u>
5	<u>AVID I</u>		<u>Integrated Software App I (ITSC 1309)</u>		<u>Medical Insurance (MDCA 1343)</u>		<u>Medical ASSIST Lab (MDCA 1352)</u>
6	<u>PE</u>		<u>Medical Terminology (MDCA 1313)</u>		<u>A&amp;P for Medical Assistants (MDCA 1409)</u>		
7	<u>Foreign Language I</u>		<u>AVID II</u>		<u>Pharmacology (MDCA 1448)</u>		
8	<u>Fine Art</u>		<u>Foreign Language II</u>		<u>MED ASSIST Interpersonal Skills (MDCA 1210)</u>		
					<u>ADMIN Procedures (MDCA 1321)</u>		

## Early College High School and Pathways in Technology Dual Credit Monitoring

Fort Bend ISD partners with Houston Community College (HCC) to provide dual credit courses for the Early College and Pathways in Technology programs. The Memorandum of Understanding (MOU) with HCC grades will only be supplied to the district at the end of each semester. Students' grades during the semester in the HCC system. If students have an adjunct provided by HCC, they will be assigned an FBISD ECHS/P-TECH monitoring teacher who will meet with students to track their progress using the steps below.

### HCC Monitoring Period

#### *Before HCC Classes Begin*

- Initially allow students to sit where they want for the first two class sessions to determine who they gravitate to and get distracted by.
- By the 3<sup>rd</sup> or 4<sup>th</sup> class period assign seats that allow students to be separated in a way that will allow them to focus.
- Ensure students have a working device and have the updated HCC testing software downloaded.
- Review student P-TECH plans by course and projected completion outcomes.
- Review academic and behavior standards for HCC courses.

#### *When HCC Classes Begin*

- Ensure all students are enrolled in the course and are on your course roster.
- Complete the [Semester Roster Form](#) for students missing from Skyward and/or HCC course.
- Go over the student's course schedule with them for the course they have with you.
  - Ex: Tuesday and Thursday in person lecture only, Friday Study Lab
- Students will only be taking exams on campus for online classes of any type. The days and times will be determined by the monitoring teacher in conjunction with the professor based on the syllabus.
- **Online on a Schedule –**
  - Students must login to class on time for online on a schedule class(es).
    - Students may have earbuds in to hear the lesson. However, they should not be on their phone during class time. All phones must be placed at the top right of the student desk and faced down (all notifications that include lights, etc. must be disabled.) **OR** placed in an area designated by the teacher. Students that refuse to relinquish their device will be written up and have the dean called to collect it.
    - After more than two warnings that a student receives about being distracted on the phone, the teacher will collect the phone each day the student arrives for class for the remainder of the semester.
- **Online Anytime –**
  - Students are to login to class to complete work each class period based on the course syllabus and what is listed in Canvas.
    - Students may have earbuds in to hear the lesson. However, they should not be on their phone during class time. All phones must be placed at the top right of the student desk and faced down (all notifications that include lights, etc. must be disabled.) **OR** placed in an area designated by the teacher, students that refuse to relinquish their device will be written up and have the dean called to collect it.
    - After more than two warnings that a student receives about being distracted on the phone, the teacher will collect the phone each day they arrive for class for the rest of the semester.
- **Face-to-Face –**
  - Students must know their bus schedule and report to the bus ramp on time.
  - Students who requested lunch must pick it up from the commons before leaving (by 7:25 AM).
  - On the days students do not report to campus, they will be expected to work on course work in study hall format.

#### *During HCC Classes*

- **Weekly**
  - Complete the [Weekly Class Report for HCC Progress](#) providing information about students work during class time, behavior, comments provided by professors, items the dean or counselor may need to address, etc.
    - If it is easier for teachers to complete this each class period, that can be done.
- **Bi-Weekly**
  - To monitor students' progress, a [Bi-Weekly Student Meeting](#) form will be completed for each student so that students receive the support they need in time to have success in their HCC classes.
  - Meet with students individually to see current grade for course.
    - Students are required to login to Canvas and show the teacher their assignments, grades, and upcoming items.
  - This information will be provided to the dean and parent (whether of concern or positive)
  - A conduct grade will be input into Skyward (for each progress report) based on the student's class conduct and HCC course grade. Conduct will be determined as follows:

	Developing (1)	Proficient (3)	Advanced (5)
<b>Class Behavior</b> (online students-both types)	<ul style="list-style-type: none"> <li>• Student's phone is rarely at the top right corner of the desk and must be given to the teacher at the beginning of class to ensure they stay on track.</li> <li>• Student does not come to class prepared with laptop and/or charger and must borrow a laptop or is limited to what they can do for class.</li> <li>• Student requires constant redirection to follow the class procedures and expectations each class. Additionally, the student distracts other students learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Student's phone is at the top right corner of the desk most of the class with fewer than 2 reminders per class for the phone to be put down.</li> <li>• Student has laptop and charger each day.</li> <li>• Student requires no more than 2 redirects to follow the class procedures and expectations per class.</li> </ul>	<ul style="list-style-type: none"> <li>• Student's phone is consistently at the top right corner of the desk.</li> <li>• Student has a charged laptop and charger every day.</li> <li>• Student does not need to be redirected and adheres to class procedures and expectations.</li> <li>• Student is leader in reminding other students of behavior expectations.</li> </ul>
<b>HCC Course Grade and Progress</b>	<ul style="list-style-type: none"> <li>• Student has a 74.4 % or below in the course.</li> <li>• More than 2 assignments are incomplete or late, and the student does not have a structured plan for completion.</li> <li>• Student has more than 1 early alert.</li> </ul>	<ul style="list-style-type: none"> <li>• Student has a 74.5 – 89.4% in the course.</li> <li>• No more than 2 assignments are not complete or late, and the student has a plan to complete them.</li> <li>• Student has no more than 1 early alert.</li> </ul>	<ul style="list-style-type: none"> <li>• Student has an 89.5% or higher in the course.</li> <li>• All course work is turned in and up to date.</li> <li>• No early alerts for any reason have been submitted for the student.</li> </ul>
<b>Conduct Grade</b>	<b>U</b>	<b>S</b>	<b>E</b>
<b>Equivalency</b>	0 – 2	4 – 6	8 – 10

*Last Week to Withdraw from HCC Classes*

- During meetings determine who has a grade of a 69.4 or lower and provide those names to the High School program dean.

*Week before HCC Finals*

- Make sure all students have their review guides.
- Ensure a quiet study environment.
- Study groups are at the teacher's discretion.

*Week After HCC Classes End*

- Students will login to My Eagle and show the teacher their final course grade.
- Discussion about next course in pathway or next steps if student was not successful.
- Students will use the class time as study hall for high school classes, with the same structure in place.



# PROGRAMS OF CHOICE: GRADUATION PLAN

All Programs for the Class of 2024 and Beyond:

- Program of Choice students graduate with attending campus.
- Program of Choice students will wear the attending campus gown.
- Top 10 seating for students
- Add any POC students to program: Val and Sal,
- Announce Val and Sal prior to receiving diploma if Val or Sal at a different campus.
  - Dulles High School Graduation Example for a Program of Choice Student zoned to a different campus.
    - “John Doe, Valedictorian”
- Add introductory speaker to graduation speaker application.

## Early College and P-TECH Additional Information

Class of 2024 and Beyond:

Programs of Choice students graduate with attending campus.

- Program of Choice students graduate with attending campus.
- Program of Choice students will wear the attending campus gown.
- Top 10 seating for students
- Add any POC students to program: Val and Sal
  - Announce Val and Sal prior to receiving diploma.
  - Dulles High School Graduation Example for a Program of Choice Student zoned to a different campus.
    - “John Doe, Valedictorian”
- Add introductory speaker to graduation speaker application.
- ECHS and P-TECH Graduations
  - Wear HCC stole.
  - Walk in behind top 10 students.
  - Receiving their high school diplomas after honor graduates
  - Announce student receives an Associate’s degree or certification from HCC
  - FBISD Board President recognizes the graduating class for P-TECH and ECHS students.

## APPENDIX A

### Academic Probation Sample Letter

This letter is to inform you that your child did not meet the following academic Academy standards for the Global Studies Academy during the fall 2024 semester and is therefore being placed on probation.

This is effective immediately.

The classes and grades listed were pulled from Skyward on January 10, 2025

**Student:**

**ID Number:**

**Action Issued: Academic Probation**

Course	Teacher	Semester 1 Grade

Academy students are required to maintain a semester average of at least 75 in their Academy designated classes and at least a 70 in all of their other courses. In addition, students are required to earn full credit for all courses in which they are enrolled. Students who fail to meet the academic standards of the program for two consecutive semesters or those who do not receive full credit for a course in which they are enrolled, will be dismissed from the Academy program and returned to their home campus at the end of the semester in which the violation occurs.

If you feel that you have received this notice in error. Please contact Jennifer Chadwick or Paul Wells by *current deadline date* to discuss the matter.

Please sign and return the attached signature page by February 28, 2025.

Sincerely,

**Jennifer Chadwick**

Director SEL & Enrichment Programs

[jennifer.chadwick@fortbendisd.gov](mailto:jennifer.chadwick@fortbendisd.gov)

**Paul Wells**

FBISD High School Program Coordinator

[paul.wells@fortbendisd.gov](mailto:paul.wells@fortbendisd.gov)

## Discipline Probation Sample Letter

To the Parents/Guardians of:

(ID#:) \_\_\_\_\_

I am writing to inform you that your child has not met the behavior/discipline/conduct expectations of TRAVIS HIGH SCHOOL and the **GLOBAL STUDIES ACADEMY** and is therefore receiving a behavior/discipline **PROBATION NOTICE**.

OFFENSE TYPE	ENTRY DATE OF OFFENSE	SCHOOL ACTION

ACADEMY students are held to a high expectation of character and conduct. Please discuss with your child the importance of appropriate behavior and integrity at school. Below is a summary of the actions taken in relation to the Conduct for Academy Students:

Discipline referrals resulting in In School Suspension (ISS) will be handled in the following manner:

- 1<sup>st</sup> offense = warning;
- 2nd offense = probation with written notice as well as phone or meeting contact with parent;
- 3rd offense = discretionary removal from the academy at the end of the semester;
- 4th offense = mandatory removal from the academy at the end of the semester.

Discipline referrals resulting in Out of School Suspension (OSS) will be handled in the following manner:

- 1st offense = probation with written notice as well as phone or meeting contact with parent;
- 2nd offense = discretionary removal from the academy at the end of the semester;
- 3rd offense = immediate dismissal from the academy.

### Probationary Period Requirements

- Any offense that results in OSS, results in immediate removal from the academy
- Any other offense that results in placement at DAEP, results in immediate removal from the academy

\*Placement in the District Alternative Education Program (DAEP) will result in immediate removal from the academy.

If you feel you have received this notice in error, please contact Mr. Wells to discuss the matter.

Sincerely,

Paul Wells  
FBISD High School Program Coordinator  
281-634-5645  
[paul.wells@fortbendisd.gov](mailto:paul.wells@fortbendisd.gov)

## Enrichment Deficiency and Probation Notice Sample Letter

Dear [Student's Name]

RE: Enrichments deficiency

As a student of [Academy Name], your commitment to meeting all program expectations, including the completion of required enrichments, is crucial to maintaining your good standing in the program. It has come to our attention that you have not fulfilled the required number of enrichments for this calendar year term.

### Program Requirements

As outlined in our program guidelines, students are required to complete (4) enrichments each calendar year. According to our records, you have completed [number of enrichments completed] of the required [total enrichments needed].

### Next Steps

Due to the shortfall in your enrichments, you are now being placed on probation. During this probation period, you are required to:

1. Complete the remaining [number of enrichments needed] volunteer hours by [deadline date].
2. Submit a detailed plan for how you intend to complete these enrichments to [Program Manager's Name] by [plan submission deadline].
3. Schedule a meeting with your Teacher Facilitator to discuss any challenges you may be facing and to ensure you are back on track to meet all program requirements.

### Probation Conditions

Please be aware that if you do not meet the outlined requirements during the probation period, your status in the [Academy Name] may be subject to further review, which could lead to dismissal from the program.

We are committed to supporting your success and encourage you to take the necessary steps to resolve this issue. If you have any questions or require assistance in finding enrichment opportunities, please do not hesitate to contact [Program Manager's Name] at [email address] or [phone number].

Thank you for your attention to this important matter. We look forward to your prompt action and continued success in the program.

Sincerely,

[Your Name]

[Your Title]

[Academy Name]

[Phone Number]

[Email Address]