

**HOUSTON INDEPENDENT SCHOOL DISTRICT  
SECONDARY SCHOOL GUIDELINES, 2005-2006**

**TABLE OF CONTENTS**

	<b>PAGE</b>
<b>I. INTRODUCTION.....</b>	<b>I-1-13</b>
♦ ABOUT THE GUIDELINES.....	1
♦ RECENT LEGISLATIVE DEVELOPMENTS IN SECTION ORDER .....	2
♦ CHANGES TO THE 2006-2007 STUDENT ATTENDANCE .....	6
ACCOUNTING HANDBOOK	
♦ CHANGES TO THE 2006-2007 PEIMS DATA STANDARDS.....	8
♦ LIST OF ACRONYMS.....	10
♦ CONTENT RESOURCE LIST.....	12
<b>II. ORGANIZATIONAL STRUCTURE .....</b>	<b>II-1-13</b>
♦ SCHOOL DAY .....	1
♦ NEWS MEDIA INTERVIEWS AND PHOTOGRAPHY .....	1
♦ PARENTAL RIGHTS .....	2
♦ STATE LAW REQUIREMENTS.....	4
♦ TEACHERS .....	6
♦ LESSON PLANS .....	7
♦ FACULTY MEETINGS .....	7
♦ DEPARTMENT CHAIRPERSON .....	8
♦ COUNSELORS .....	8
♦ STUDENT CLASS LOAD .....	9
♦ CAREER AND TECHNOLOGY CLASS LOAD EXCEPTIONS .....	10
♦ WAIVERS.....	11-13
<b>III. ACCOUNTABILITY / PEIMS / AEIS/DATA .....</b>	<b>III-1-18</b>
<b>ACCOUNTABILITY</b>	
♦ DISTRICT ACCOUNTABILITY .....	1
♦ SCHOOL ACCOUNTABILITY .....	1

◆ PEIMS.....	6
◆ PEIMS EDIT + .....	9
◆ AEIS.....	11
◆ SCHOOL REPORT CARD .....	13
◆ DETERMINING ACCREDITATION STATUS.....	13
◆ EXCELLENCE EXEMPTIONS .....	13
◆ ON-SITE INVESTIGATIONS .....	14
◆ PID AUDITS .....	15
◆ HISD UTILIZATION OF DATA .....	17
◆ CIVIL ACTION 5281 – 66% AUDIT.....	17
<b>IV. SECONDARY PROGRAM OPERATIONS.....</b>	<b>IV-1-50</b>
◆ SCHOOL IMPROVEMENT PLAN.....	1
◆ COMMITTEES .....	2
◆ SHARED DECISION-MAKING COMMITTEE.....	2
◆ FACULTY ADVISORY COMMITTEE.....	3
◆ PARENT-COMMUNITY PARTICIPATION TEAM .....	3
◆ PARENT INVOLVEMENT – TITLE I.....	4
◆ CHARACTER EDUCATION PROGRAM.....	5-7
◆ DISCIPLINE .....	7-18
• SCHOOL DISCIPLINE COMMITTEE .....	8
• REQUIREMENTS OF STATE LAW .....	9
• SIS DISCIPLINE REPORTING.....	12
• GUN-FREE SCHOOLS ACT.....	15
• ZERO TOLERANCE .....	17
◆ LANGUAGE PROFICIENCY ASSESSMENT COMMITTEE (LPAC).....	19-20
• LPAC FORMATION .....	19
• LPAC TRAINING .....	19
• LPAC MEETINGS.....	19
• LPAC RESPONSIBILITIES .....	20
◆ CAMPUS REFERRAL COMMITTEE/INTERVENTION ASSISTANCE TEAM....	22

◆	<b>ARD/IEP COMMITTEE</b> .....	<b>25-27</b>
	• <b>ARD/IEP COMMITTEE MEMBERSHIP</b> .....	<b>25</b>
	• <b>DUTIES OF THE ARD/IEP CHAIRPERSON FUNCTIONS</b> .....	<b>27</b>
	• <b>LEAST RESTRICTIVE ENVIRONMENT (LRE)</b> .....	<b>27</b>
	• <b>ARD/IEP COMMITTEE TRAINING</b> .....	<b>28</b>
	• <b>TRANSITION PLANNING REQUIREMENTS</b> .....	<b>28</b>
◆	<b>DYSLEXIA</b> .....	<b>29</b>
◆	<b>SECTION 504 COMMITTEE</b> .....	<b>40</b>
◆	<b>GRADE PLACEMENT COMMITTEE</b> .....	<b>43</b>
◆	<b>ENTRANCE-EXIT COMMITTEE FOR ADVANCED ACADEMICS</b> .....	<b>44</b>
◆	<b>SCHOOL ATTENDANCE COMMITTEE</b> .....	<b>44</b>
◆	<b>DROPOUT PREVENTION PROGRAM</b> .....	<b>45</b>
◆	<b>CAMPUS SAFETY, SECURITY, AND EMERGENCY PREPAREDNESS COUNCIL</b> .....	<b>47</b>
◆	<b>REQUIRED SAFETY/SECURITY PLANS</b> .....	<b>47</b>
	• <b>FIRE SAFETY PLAN</b> .....	<b>47</b>
	• <b>SAFETY/SECURITY PLAN</b> .....	<b>48</b>
	• <b>EMERGENCY PREPAREDNESS SPECIFIC CAMPUS EMERGENCY PLAN</b> .....	<b>49</b>
◆	<b>HISD CALENDAR COMMITTEE</b> .....	<b>50</b>
<b>V.</b>	<b>ADMISSION/WITHDRAWALS</b> .....	<b>V-1-44</b>
◆	<b>GENERAL RULES ON ADMISSION</b> .....	<b>1</b>
◆	<b>ENROLLMENT PROCEDURES</b> .....	<b>2-12</b>
	• <b>PARENT OR LEGAL GUARDIAN</b> .....	<b>2</b>
	• <b>PROOF OF RESIDENCE</b> .....	<b>2</b>
	• <b>OVERVIEW OF ATTENDANCE BOUNDARIES</b> .....	<b>6</b>
	• <b>PROOF OF AGE AND IDENTITY</b> .....	<b>8</b>
	• <b>IMMUNIZATION RECORDS</b> .....	<b>9</b>
	• <b>SCHOOL RECORDS FROM LAST SCHOOL ATTENDED</b> .....	<b>10</b>
	• <b>SOCIAL SECURITY CARD/PEIMS IDENTIFICATION NUMBER</b> .....	<b>11</b>
◆	<b>TRANSFER OF CREDIT</b> .....	<b>11</b>

◆ GENERAL RULES.....	12
◆ ENROLLING STUDENTS FROM A NON-ACCREDITED SCHOOL.....	12
◆ ENROLLING STUDENTS FROM HOME SCHOOLING.....	12
◆ ENROLLING STUDENTS WITH TRANSCRIPTS FROM FOREIGN..... COUNTRIES	13
◆ ENROLLING STUDENTS FOR WHOM NO RECORDS CAN BE ..... OBTAINED	14
◆ ENROLLING OF LEP STUDENTS FOR WHOM NO RECORDS ..... CAN BE OBTAINED FROM FOREIGN COUNTRIES	14
◆ ENROLLING STUDENTS FROM ANOTHER HISD SCHOOL .....	15
• ENROLLING STUDENTS UNDER SUSPENSION/EXPULSION ..... FROM ANOTHER HISD SCHOOL	16
• ENROLLING STUDENTS NEW TO HISD FROM A DAEP OR JJAEP .....	16
◆ ENROLLING STUDENTS ENTERING FROM OTHER DISTRICTS .....	17
• ENROLLING STUDENTS UNDER EXPULSION..... FROM OTHER DISTRICTS	17
◆ ENROLLING NEW, TRANSFERRING, AND RETURNING ..... STUDENTS WITH DISABILITIES	18
◆ ENROLLING MIGRANT STUDENTS.....	19
◆ ENROLLING OF UNDOCUMENTED STUDENTS .....	21
◆ ENROLLING FOREIGN EXCHANGE STUDENTS – TUITION FREE .....	23
◆ ENROLLING HOMELESS STUDENTS.....	24
• SCHOOL RESPONSIBILITIES FOR HOMELESS STUDENTS .....	25
• SHELTERS, MOTELS, AND HOTELS FOR HOMELESS .....	27
◆ ENROLLMENT FORMS .....	28-29
• ENROLLMENT INFORMATION FORM .....	28
• HEALTH INVENTORY .....	28
• HOME LANGUAGE SURVEY.....	28
• APPLICATION FOR FREE OR REDUCED-PRICE MEALS .....	29
• IDENTIFICATION OF ECONOMICALLY DISADVANTAGED ..... STUDENTS	29
◆ ESTABLISHING AN ATTENDANCE RECORD AND COMPUTER FILE.....	30

♦ WITHDRAWALS .....	31-36
• SIS STUDENT WITHDRAWAL RECORD/TRANSFER FORM .....	31
• WITHDRAWAL PROCEDURES FOR MIGRANT STUDENTS .....	32
• WITHDRAWAL PROCEDURES FOR NON-ATTENDING STUDENTS .....	33
• WITHDRAWING STUDENTS TO HOME SCHOOLING .....	34
• USING THE PROPER LEAVER/WITHDRAWAL CODES .....	35
♦ ISSUES INVOLVING CHILD CUSTODY AND VISITATION AND .....	37
PARENTAL RIGHTS, PRIVILEGES, DUTIES, AND POWERS	
• SURROGATE PARENTS .....	44
<b>VI. HISD TRANSFER PROCEDURES .....</b>	<b>VI-1-20</b>
♦ DUAL ELIGIBILITY .....	1
♦ ADEQUATE YEARLY PROGRESS (AYP) TRANSFERS .....	2
♦ UNSAFE/VIOLENT CRIME VICTIM TRANSFERS .....	3
♦ PUBLIC EDUCATION GRANTS (PEG).....	5
♦ TRANSFERS FOR STUDENTS WITH DISABILITIES .....	6
♦ MAGNET PROGRAM TRANSFER .....	6
♦ MAGNET TRANSFERS FOR STUDENTS WITH DISABILITIES .....	11
♦ MAJORITY-TO-MINORITY TRANSFERS .....	13
♦ SPECIAL TRANSFERS .....	13
♦ SPACE AVAILABLE TRANSFERS.....	14
♦ SECONDARY SCHOOL CAPPING PROCESS AND PROCEDURES.....	15
♦ CHANGE OF RESIDENCE TRANSFERS.....	15
♦ SIXTH GRADE TRANSFERS .....	16
♦ TRANSFERS BASED ON SCHEDULING SYSTEMS .....	16
♦ CHART ON DOCUMENTATION OF RESIDENCE .....	17
♦ OUT-OF-DISTRICT TRANSFERS .....	18
♦ MAGNET OUT-OF-DISTRICT TRANSFERS PLAN.....	19
♦ TUITION FEES FOR INELIGIBLE STUDENTS .....	20
<b>VII. GRADUATION REQUIREMENTS .....</b>	<b>VII 1-28</b>
♦ OVERVIEW .....	1-3

◆ HISD CORE PROGRAM/MINIMUM HIGH SCHOOL PROGRAM .....	4
◆ HISD RECOMMENDED HIGH SCHOOL PROGRAM.....	4
◆ HISD DISTINGUISHED ACHIEVEMENT PROGRAM .....	5
◆ GRADUATION REQUIREMENTS.....	6-21
For 9 <sup>th</sup> grade students entering 1998 to 2001 .....	6-13
For 9 <sup>th</sup> grade students entering 2001 to 2006 .....	14-19
◆ STUDENTS WITH DISABILITIES .....	22
◆ SCHOLARSHIP PROGRAM FOR EARLY HIGH SCHOOL GRADUATES.....	24
◆ TEXAS SCHOLARS PROGRAM .....	24
◆ OTHER SCHOLARSHIP/GRANT/EXEMPTION PROGRAMS FOR TEXAS .....	26
RESIDENTS	
◆ TECH PREP/“2+2 OR 4+2” PROGRAMS .....	29
◆ PERSONAL GRADUATION PLAN.....	30
◆ GENERAL EDUCATIONAL DEVELOPMENT TEST.....	31
<b>VIII. SPECIALIZED SCHEDULING .....</b>	<b>VIII-1-49</b>
◆ FOUNDATION AND ENRICHMENT CURRICULUM .....	1
◆ INTEGRATED INSTRUCTION.....	2
◆ FINE ARTS.....	2
• SUGGESTED BAND UNIFORM PURCHASING PROCESS.....	5
◆ BILINGUAL/ESL PROGRAMS .....	6-20
• MIDDLE SCHOOL .....	6
• WAIVER OF ESL CERTIFICATION .....	6
• HIGH SCHOOL .....	11
• SCHEDULING FOR LEP PRELITERATE/BEGINNING STUDENTS.....	15
• CREDITS FOR LEP STUDENTS.....	20
◆ ENGLISH/LANGUAGE ARTS.....	21
◆ LANGUAGES OTHER THAN ENGLISH .....	22-25
• SPANISH FOR HERITAGE LEARNERS.....	24
◆ HEALTH AND PHYSICAL EDUCATION .....	25-49
• HEALTH – STATE REQUIREMENTS.....	25
• OUTSIDE PRESENTERS.....	27

• MIDDLE SCHOOL HEALTH.....	28
• HIGH SCHOOL HEALTH.....	29
• PHYSICAL EDUCATION.....	30
• PE CREDIT AND WAIVERS .....	34
• PE SUBSTITUTIONS .....	35
◆ JROTC.....	37
◆ MATHEMATICS.....	38
◆ SCIENCE.....	42
◆ SOCIAL STUDIES.....	45
◆ SPECIAL EDUCATION.....	46
◆ TECHNOLOGY APPLICATIONS.....	48
<b>IX. GRADE PLACEMENTS FOR REQUIRED COURSES.....IX-1-24</b>	
◆ GRADE PLACEMENT .....	1
◆ MIDDLE SCHOOL, GRADES 6-8.....	2
• READING .....	3
• TECHNOLOGY APPLICATIONS (COMPUTER LITERACY).....	3
• PE EXEMPTIONS .....	4
• CREDIT COURSES IN MIDDLE SCHOOL .....	4
• CTE.....	4
• ADVANCED MATH.....	5
• ACCELERATED SCIENCE .....	8
• ADVANCED LANGUAGES OTHER THAN ENGLISH.....	12
◆ HIGH SCHOOL, GRADES 9-12.....	13
◆ SPECIAL EDUCATION MIDDLE SCHOOL COURSES, GRADES 6-8 .....	16
◆ SPECIAL EDUCATION HIGH SCHOOL COURSES, GRADES 9-12 .....	20
<b>X. STUDENT CLASSIFICATION..... X-1-26</b>	
◆ GRADE LEVEL REQUIREMENTS .....	1
◆ MIDDLE SCHOOL PROMOTION STANDARDS .....	2
◆ GRADE PLACEMENT COMMITTEE .....	3-7
• PROCEDURES .....	6

• HISD PROMOTION MATRIX.....	7
◆ PROMOTION/RETENTION IN MIDDLE SCHOOL.....	8
◆ CRITERIA FOR AT-RISK STUDENTS .....	8
◆ ADDITIONAL INTERVENTIONS .....	10
◆ REGISTRAR/COUNSELOR TEAM CONCEPT .....	12
◆ RESPONSIBILITIES OF COUNSELORS TO ADDRESS COMPLIANCE.....	13
ISSUES	
◆ RESPONSIBILITIES OF REGISTRARS TO ADDRESS .....	13-14
COMPLIANCE ISSUES	
• DUTIES OF REGISTRAR.....	15
• VALIDATE SENIORS FOR GRADUATION.....	15
• RANKING OF SENIORS .....	16
• HONOR STUDENTS .....	18
• GRADE POINT AVERAGES FOR RANKING OF GRADUATES.....	19
• SUMMARY OF RULES FOR RANKING.....	20
• DIPLOMAS.....	21
• REGISTRAR’S DUTIES AFTER RANKING OF GRADUATES.....	23
• REGISTRAR'S DUTIES AFTER GRADUATION .....	23
◆ THE TEXAS ACADEMIC ACHIEVEMENT RECORD.....	24
• ACADEMIC ACHIEVEMENT HISTORICAL FILE .....	25
◆ CERTIFICATES OF ACHIEVEMENT FOR FOREIGN EXCHANGE .....	26
STUDENTS	
◆ AUTHORIZED FOREIGN EXCHANGE PROGRAMS.....	26
<b>XI. STUDENT CERTIFICATION.....</b>	<b>XI-1-12</b>
◆ END-OF-COURSE TESTS .....	1
◆ EXIT LEVEL TAAS (OUT OF SCHOOL INDIVIDUALS).....	1
◆ TEAMS .....	1
◆ TAAS.....	1
• TAAS/TAKS TRANSITION .....	2
• TAAS MASTERY LEVELS .....	2
• TAAS AND TAKS EXEMPTIONS .....	2
• EXIT LEVEL TAAS REQUIREMENTS.....	4

• <b>OUT-OF-SCHOOL TAAS/TAKS EXAMINEES</b> .....	5
♦ <b>TAKS</b> .....	5-7
♦ <b>SDAA</b> .....	7
♦ <b>LOCALLY DEVELOPED ALTERNATIVE ASSESSMENT</b> .....	7
♦ <b>TEXAS ENGLISH LANGUAGE PROFICIENCY ASSESSMENT SYSTEM</b> .....	8
<b>(TELPAS)</b>	
♦ <b>READING PROFICIENCY TESTS IN ENGLISH (RPTE)</b> .....	8
♦ <b>NAGIERI NONVERBAL ABILITIES TESTS</b> .....	8
♦ <b>ORAL LANGUAGE PROFICIENCY TESTS</b> .....	9
♦ <b>NORM-REFERENCED TESTING</b> .....	9
♦ <b>GUIDELINES FOR INTERVENTION COURSE PLACEMENT</b> .....	9
• <b>TAKS REVIEW COURSES</b> .....	10
• <b>MATHEMATICS</b> .....	10
• <b>ENGLISH LANGUAGE ARTS (READING)</b> .....	12
<b>XII. CREDIT STRUCTURE</b> .....	<b>XII-1-23</b>
♦ <b>UNIT AND CREDIT DEFINITIONS</b> .....	1
♦ <b>CREDIT FOR LATE ENROLLEES</b> .....	2
♦ <b>TRANSFER OF CREDIT</b> .....	2
♦ <b>CREDIT CONVERSION</b> .....	3
♦ <b>OFF-SITE COURSES</b> .....	4
♦ <b>CORRESPONDENCE COURSES</b> .....	5
♦ <b>OTHER CREDIT LIMITATIONS</b> .....	5
♦ <b>APPROVED HIGH SCHOOL CORRESPONDENCE PROGRAMS</b> .....	6
♦ <b>CREDIT BY EXAM</b> .....	6
♦ <b>CREDIT BY EXAM THROUGH APPROVED UNIVERSITY PROGRAMS</b> .....	9
♦ <b>DUAL CREDIT</b> .....	9-12
• <b>CTE – WORKFORCE</b> .....	10
• <b>CTE – TECH PREP</b> .....	11
♦ <b>HISD VIRTUAL SCHOOL PROGRAM</b> .....	12
♦ <b>DISTANCE LEARNING</b> .....	12
♦ <b>CREDIT RECOVERY</b> .....	13

◆	<b>LOCALLY DEVELOPED COURSES .....</b>	<b>14-19</b>
•	<b>INNOVATIVE COURSES .....</b>	<b>14</b>
•	<b>LIST OF SBOE APPROVED INNOVATIVE COURSES .....</b>	<b>15</b>
	<b>INDEPENDENT STUDIES .....</b>	<b>17</b>
•	<b>SPECIAL TOPICS IN SOCIAL STUDIES.....</b>	<b>18</b>
•	<b>SOCIAL STUDIES ADVANCED STUDIES.....</b>	<b>18</b>
◆	<b>COURSE APPROVAL PROCESS .....</b>	<b>19-21</b>
•	<b>APPLICATION .....</b>	<b>19</b>
•	<b>PANEL REVIEW PRIOR TO SUBMISSION TO BOARD OF EDUCATION .....</b>	<b>20</b>
•	<b>LOCAL CREDIT COURSES.....</b>	<b>20</b>
•	<b>BOARD APPROVAL AND NOTIFICATION .....</b>	<b>21</b>
•	<b>HISD Approved State Elective Credit Courses .....</b>	<b>21</b>
•	<b>TEA APPROVED STATE ELECTIVE CREDIT COURSES .....</b>	<b>21</b>
•	<b>LOCAL CREDIT COURSES.....</b>	<b>21</b>
◆	<b>COURSES APPROVED SPECIFICALLY FOR HISD.....</b>	<b>21-23</b>
<b>XIII.</b>	<b>ADVANCED ACADEMICS .....</b>	<b>XIII-1-29</b>
◆	<b>SECONDARY GIFTED AND TALENTED PROGRAMS .....</b>	<b>1</b>
◆	<b>TEXAS STATE PLAN FOR THE EDUCATION OF G/T STUDENTS.....</b>	<b>2</b>
◆	<b>HISD G/T PROGRAM DESIGN.....</b>	<b>3</b>
•	<b>VANGUARD .....</b>	<b>3</b>
•	<b>NEIGHBORHOOD GIFTED AND TALENTED PROGRAMS.....</b>	<b>3</b>
◆	<b>CURRICULUM AND INSTRUCTION FOR G/T STUDENTS .....</b>	<b>3</b>
◆	<b>STUDENT ASSESSMENT.....</b>	<b>5</b>
◆	<b>ENTRY PROCEDURES .....</b>	<b>5</b>
◆	<b>FURLOUGH PROCEDURES FOR G/T PROGRAMS .....</b>	<b>9</b>
◆	<b>TRANSFER PROCEDURES FOR G/T PROGRAMS .....</b>	<b>10</b>
◆	<b>APPEALS PROCEDURES FOR G/T PROGRAMS .....</b>	<b>10</b>
◆	<b>EXITING PROCEDURES FOR G/T PROGRAMS.....</b>	<b>11</b>
◆	<b>PROFESSIONAL DEVELOPMENT FOR G/T PROGRAMS .....</b>	<b>12</b>
◆	<b>PROGRAM DESIGN, CURRICULUM &amp; INSTRUCTION, .....</b>	<b>13-19</b>

**PROFESSIONAL DEVELOPMENT, AND COMMUNITY INVOLVEMENT**

◆	<b>SECONDARY SCHOOL ADVANCED ACADEMICS PROGRAMS .....</b>	<b>20</b>
•	<b>PRE-ADVANCED PLACEMENT PROGRAM.....</b>	<b>20</b>
•	<b>ADVANCED PLACEMENT PROGRAM .....</b>	<b>20</b>
•	<b>INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAMME .....</b>	<b>20</b>
•	<b>INTERNATIONAL BACCALAUREATE DEGREE PROGRAMME .....</b>	<b>20</b>
◆	<b>ADVANCED PLACEMENT INITIATIVE .....</b>	<b>21</b>
◆	<b>IB DIPLOMA PROGRAMME REQUIREMENTS.....</b>	<b>24</b>
◆	<b>WEIGHTED COURSES.....</b>	<b>25</b>
◆	<b>APPEALS POLICY FOR ADVANCED PROGRAM SERVICES .....</b>	<b>25</b>
◆	<b>EXITING PROCEDURE FOR ADVANCED ACADEMIC PROGRAMS.....</b>	<b>26</b>
◆	<b>THE DISTINGUISHED ACHIEVEMENT PROGRAM.....</b>	<b>27</b>
<b>XIV.</b>	<b>UIL EXTRACURRICULAR ACTIVITIES.....</b>	<b>XIV-1-16</b>
◆	<b>MIDDLE SCHOOL ELIGIBILITY REQUIREMENTS - FIRST SIX WEEKS .....</b>	<b>1</b>
◆	<b>HIGH SCHOOL ELIGIBILITY REQUIREMENTS - FIRST SIX WEEKS .....</b>	<b>2</b>
◆	<b>GENERAL ELIGIBILITY REQUIREMENTS .....</b>	<b>3-10</b>
•	<b>HONORS/ADVANCED COURSES EXEMPT FROM ELIGIBILITY REQUIREMENTS .....</b>	<b>3</b>
•	<b>GRADING PERIOD CHARTS FOR ELIGIBILITY PURPOSES .....</b>	<b>6</b>
•	<b>KEY POINTS .....</b>	<b>7</b>
•	<b>SPECIAL TRANSFERS .....</b>	<b>9</b>
•	<b>NCLB TRANSFERS .....</b>	<b>10</b>
◆	<b>STUDENT ABSENCES FOR UIL/EXTRACURRICULAR AND COCURRICULAR ACTIVITIES .....</b>	<b>11-13</b>
•	<b>THE FIVE ABSENCES LIMITATION .....</b>	<b>11</b>
•	<b>LIMITATIONS ON PRACTICE AND REHEARSAL .....</b>	<b>12</b>
•	<b>TRANSFER OF ABSENCES FOR EXTRACURRICULAR ACTIVITIES.....</b>	<b>13</b>
◆	<b>NCAA ACADEMIC REQUIREMENTS FOR ATHLETES.....</b>	<b>14-16</b>
•	<b>NCAA DIVISIONS I AND II ELIGIBILITY REQUIREMENTS .....</b>	<b>14</b>
•	<b>NCAA CORE COURSE REQUIREMENT.....</b>	<b>15</b>
•	<b>GPA.....</b>	<b>16</b>

•	STUDENTS WITH DISABILITIES .....	16
<b>XV.</b>	<b>CAREER AND TECHNOLOGY .....</b>	<b>XV-1-30</b>
♦	SCHEDULING .....	2
•	MIDTERM AND MULTILEVEL COURSE OFFERINGS.....	2
•	CAREER AND TECHNOLOGY EDUCATION FOR STUDENTS WITH..... DISABILITIES (CTED)	2
•	STUDENTS IDENTIFIED AS EDUCATIONALLY DISADVANTAGED.....	3
♦	CAREER PATHWAYS .....	3
♦	TECHNOLOGY APPLICATION GRADUATION CREDIT .....	4
♦	CAREER AND TECHNOLOGY EDUCATION INSTRUCTIONAL .....	4-8
	ARRANGEMENTS	
♦	CAREER PREPARATION .....	7
♦	CAREER AND TECHNOLOGY EDUCATION PROGRAMS.....	9-29
•	AGRICULTURAL SCIENCE AND TECHNOLOGY.....	9
•	BUSINESS EDUCATION (INCLUDES OFFICE EDUCATION) .....	11
-	KEYBOARDING .....	11
•	CAREER ORIENTATION .....	13
•	HEALTH SCIENCE TECHNOLOGY.....	13
•	FAMILY AND CONSUMER SCIENCE .....	15
•	MARKETING EDUCATION.....	18
•	TECHNOLOGY EDUCATION.....	20
•	TRADE AND INDUSTRIAL EDUCATION .....	22
♦	ARD COMMITTEE PARTICIPATION FOR CTE.....	26
♦	GENERAL INFORMATION .....	27
•	OPENING AND CLOSING OF CTE PROGRAMS .....	27
•	CAREER (VOCATIONAL) COUNSELORS .....	27
•	INVENTORY/TRANSFER OF EQUIPMENT.....	28
•	BUILDING CAPACITY FOR IMPROVING STUDENT ACHIEVEMENT .....	28
•	WITHDRAWAL PROCEDURE.....	29
•	ASSIGNMENT OF CAREER AND TECHNOLOGY EDUCATION .....	29
	TEACHERS	
•	BUDGET ALLOCATIONS.....	29

• TECH PREP .....	30
<b>XVI. GRADE REPORTING.....</b>	<b>XVI-1-15</b>
♦ GENERAL RULES.....	1
♦ SUFFICIENT ATTENDANCE FOR GRADING.....	2
♦ GRADE AVERAGING.....	3
♦ GRADING SCALE GRADE.....	4
♦ CONVERSION CHART.....	4
♦ FINAL EXAMINATIONS .....	5
• FINAL EXAM EXEMPTIONS .....	5
♦ LANGUAGE ARTS AVERAGE IN MIDDLE SCHOOL .....	6
♦ VIRTUAL SCHOOLS .....	7
♦ UIL ELIGIBILITY .....	8
♦ CONVERSION OF ELEMENTARY GRADES TO SECONDARY GRADES.....	8
♦ CONVERSION OF SIX-WEEK TO NINE-WEEK GRADES.....	9
♦ CONVERSION OF NINE-WEEK TO SIX-WEEK GRADES.....	9
♦ COMPUTING OVERALL YEARLY AVERAGE IN MIDDLE SCHOOL .....	10
♦ PROMOTION STANDARDS IN MIDDLE SCHOOL.....	10
♦ INCOMPLETE GRADES.....	11
♦ TEACHER GRADE CHANGES .....	11
♦ TEACHER GRADE BOOKS.....	11
♦ GRADING REGULATIONS.....	12
• FINAL EXAM.....	12
• PREVIOUS CYCLE.....	12
♦ CONDUCT AVERAGING .....	13
♦ HONOR ROLL .....	14
♦ NOTICE TO PARENTS OF UNSATISFACTORY GRADES.....	14
<b>XVII. SUMMER SCHOOL.....</b>	<b>XVII-1-10</b>
♦ HIGH SCHOOL TUITION SUMMER SCHOOL .....	1
♦ HIGH SCHOOL TITLE I PROGRAM .....	1
♦ SUMMER SCHOOL GRADE REPORTING .....	2

◆ SUMMER SCHOOL REPORT CARDS .....	2
◆ SUMMER SCHOOL ATTENDANCE.....	2
◆ SUMMER SCHOOL GRADUATION.....	2
◆ ENROLLMENT IN SUMMER SESSIONS OUTSIDE HISD.....	3
◆ MIDDLE SCHOOL SUMMER SCHOOL.....	4
◆ PROMOTION STANDARDS SUMMER SCHOOL PROGRAM FOR MIDDLE SCHOOL STUDENTS.....	4
◆ PROGRAM CHARACTERISTICS .....	4
◆ GRADE PLACEMENT PROCESS .....	5
◆ DETERMINATION OF PROMOTION STATUS AFTER COMPLETION..... OF SUMMER SCHOOL AND REPORTING STATUS AFTER SUMMER SCHOOL	5
◆ GRADES IN CORE COURSES .....	6
◆ OVERALL AVERAGE OF ALL COURSES.....	7
◆ INTERVENTIONS .....	9
◆ PROGRAM REPORTING REQUIREMENTS FOR THE OPTIONAL .....	9
EXTENDED PROGRAM (OEYP)	
◆ SUMMER SCHOOL PROGRAM FOR STUDENTS WITH DISABILITIES .....	10
<b>XVIII. ATTENDANCE ACCOUNTING.....XVIII-1-</b>	<b>43</b>
◆ TEA STUDENT ATTENDANCE ACCOUNTING HANDBOOK.....	1
◆ STUDENT ELIGIBILITY.....	1
◆ COMPULSORY STUDENT ATTENDANCE .....	2
• EXCEPTIONS TO COMPULSORY ATTENDANCE LAW .....	3
• TEC §25.002 CHANGES MANDATED BY SB1432.....	4
◆ TYPES OF ABSENCES FOR WHICH RECORDS MUST BE KEPT .....	5
• ADA ACCOUNTING .....	5
• HISD INSTRUCTIONAL ATTENDANCE .....	5
• EXTRACURRICULAR ACTIVITIES .....	5
◆ SUMMARY OF RULES AND REGULATIONS .....	6
• STUDENTS LEAVING CAMPUS.....	7
• AVERAGE DAILY ATTENDANCE .....	8
• ADA ABSENCE EXEMPTIONS.....	9

◆ <b>AUDITABLE RECORDS FOR ADA</b> .....	<b>10</b>
◆ <b>HISD SECONDARY SCHOOL INSTRUCTIONAL ATTENDANCE</b> .....	<b>13</b>
• <b>ATTENDANCE COMMITTEE</b> .....	<b>13</b>
• <b>ATTENDANCE GUIDELINES REGARDING TARDIES</b> .....	<b>15</b>
• <b>ABSENTEE GUIDELINES REGARDING STUDENTS WITH</b> .....	<b>17</b>
<b>DISABILITIES</b>	
• <b>ATTENDANCE RULES FOR COURSE CREDIT FOR LATE ENTRIES</b> .....	<b>15</b>
<b>AND EARLY WITHDRAWALS</b>	
• <b>ABSENTEE GUIDELINES REGARDING HOMEROOM</b> .....	<b>16</b>
• <b>ABSENTEE GUIDELINES REGARDING STUDENT SUSPENSIONS</b> .....	<b>16</b>
• <b>ABSENTEE GUIDELINES REGARDING ACADEMICALLY</b> .....	<b>17</b>
<b>ENGAGED TIME</b>	
• <b>VERIFICATION OF ENROLLMENT AND ATTENDANCE FOR</b> .....	<b>17</b>
<b>DRIVER’S LICENSE</b>	
◆ <b>ATTENDANCE REFERRAL PROCEDURES</b> .....	<b>17</b>
• <b>STATE GUIDELINES RELATED TO ATTENDANCE REFERRALS</b> .....	<b>17</b>
• <b>LOCAL GUIDELINES RELATED TO ATTENDANCE REFERRALS</b> .....	<b>18</b>
• <b>ADA TEACHER</b> .....	<b>19</b>
• <b>ADMINISTRATORS</b> .....	<b>19</b>
• <b>ATTENDANCE CLERK</b> .....	<b>19</b>
• <b>ATTENDANCE SPECIALIST</b> .....	<b>19</b>
◆ <b>ELIGIBILITY FOR PROGRAM FUNDING</b> .....	<b>20</b>
• <b>SPECIAL EDUCATION</b> .....	<b>20</b>
• <b>LEP</b> .....	<b>22</b>
• <b>IMMIGRANTS</b> .....	<b>25</b>
• <b>MIGRANTS</b> .....	<b>26</b>
• <b>CAREER AND TECHNOLOGY EDUCATION - CTE</b> .....	<b>27</b>
• <b>CAREER PREPARATION</b> .....	<b>30</b>
• <b>GIFTED AND TALENTED</b> .....	<b>31</b>
• <b>PREGNANCY RELATED SERVICES (PRS)</b> .....	<b>32</b>
• <b>OEYP</b> .....	<b>35</b>
• <b>ESY</b> .....	<b>35</b>
• <b>TITLE I</b> .....	<b>36</b>

•	<b>TITLE V</b> .....	<b>38</b>
•	<b>TITLE II</b> .....	<b>40</b>
•	<b>ELIGIBLE FOR PROGRAM FUNDING</b> .....	<b>40</b>
•	<b>COMPENSATORY AND ACCELERATED INSTRUCTION</b> .....	<b>41</b>
•	<b>JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAMS (JJAEP) ...</b>	<b>43</b>
<b>XIX.</b>	<b>RECORDS MAINTAINED BY HISD</b> .....	<b>XIX-1-18</b>
◆	<b>STUDENT RECORDS</b> .....	<b>1</b>
◆	<b>HEALTH RECORDS</b> .....	<b>4</b>
◆	<b>LEP RECORDS</b> .....	<b>5</b>
◆	<b>SPECIAL EDUCATION RECORDS</b> .....	<b>7</b>
◆	<b>SECTION 504 RECORDS</b> .....	<b>8</b>
◆	<b>TRANSFER OF RECORDS</b> .....	<b>9-12</b>
•	<b>PROCEDURES FOR RECORDS TRANSFER</b> .....	<b>9</b>
•	<b>RECORDS REQUIRED TO BE TRANSFERRED</b> .....	<b>10</b>
•	<b>CHARTER SCHOOLS</b> .....	<b>12</b>
•	<b>PHYSICAL STORAGE OF RECORDS</b> .....	<b>12</b>
◆	<b>RELEASE OF STUDENT RECORDS</b> .....	<b>13-18</b>
•	<b>PRIVACY CODE UPDATE/ RELEASE OF STUDENT DIRECTORY</b> .....	<b>13</b>
	<b>INFORMATION</b>	
•	<b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974</b> .....	<b>14</b>
	<b>(FERPA)</b>	
•	<b>TEXAS PUBLIC INFORMATION ACT</b> .....	<b>15</b>
•	<b>DEPENDENT STUDENTS - 18 OR OVER</b> .....	<b>15</b>
•	<b>RELEASE OF STUDENT RECORDS TO AUTHORIZED AGENCIES</b> .....	<b>15</b>
•	<b>COMPLYING WITH A SUBPOENA FOR STUDENT RECORDS</b> .....	<b>16</b>
•	<b>REQUEST FOR RECORDS</b> .....	<b>16</b>
•	<b>RECORD OF DISCLOSURES</b> .....	<b>16</b>
•	<b>USE OF ELECTRONIC SIGNATURES</b> .....	<b>16</b>
◆	<b>PROCEDURES TO CHALLENGE CONTENT OF RECORDS</b> .....	<b>17</b>
◆	<b>RECORDS RETAINED AT THE END OF THE SCHOOL YEAR</b> .....	<b>18</b>

<b>XIX. ALTERNATIVE PROGRAMS .....</b>	<b>XX-1-12</b>
♦ <b>PROGRAMS LISTED BY TYPE .....</b>	<b>1</b>
• <b>HISD COMMUNITY EDUCATION PARTNERS, PARTNERSHIP (CEP) .....</b>	<b>2</b>
• <b>COMMUNITY SERVICES.....</b>	<b>3</b>
• <b>CONTEMPORARY LEARNING CENTER MIDDLE SCHOOL, 7-8.....</b>	<b>4</b>
• <b>CONTEMPORARY LEARNING CENTER HIGH SCHOOL, 9-12.....</b>	<b>5</b>
• <b>CROSSROADS .....</b>	<b>6</b>
• <b>HARPER ALTERNATIVE SCHOOL, SECONDARY .....</b>	<b>7</b>
<b>SPECIAL EDUCATION</b>	
• <b>HISD/HCCS TRANSITIONAL LIFE SKILLS PROGRAM-SECONDARY .....</b>	<b>8</b>
<b>SPECIAL EDUCATION</b>	
• <b>H. P. CARTER CAREER CENTER.....</b>	<b>9</b>
• <b>HOUSTON NIGHT HIGH SCHOOL.....</b>	<b>10</b>
• <b>JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM .....</b>	<b>11</b>
• <b>KAY ON-GOING EDUCATION CENTER.....</b>	<b>12</b>
<b>XXI. CHARTER SCHOOLS.....</b>	<b>XXI-1-16</b>
♦ <b>OVERVIEW.....</b>	<b>1-3</b>
♦ <b>TYPES OF CHARTERS.....</b>	<b>1</b>
♦ <b>COURSE CREDITS FROM CHARTER SCHOOLS .....</b>	<b>2</b>
♦ <b>WHOLE AND PROGRAM CHARTER SCHOOLS .....</b>	<b>4-8</b>
♦ <b>EXTERNAL CAMPUS CHARTER SCHOOLS .....</b>	<b>9-11</b>
♦ <b>HISD CHARTER SCHOOL LIST .....</b>	<b>12</b>
♦ <b>HOUSTON AREA STATE CHARTER SCHOOLS.....</b>	<b>14</b>
<b>XXII. RELATED REFERENCE DOCUMENTS.....</b>	<b>XXII-1-2</b>
<b>XXIII. FORMS.....(FORMS ARE NOW ON THE F&amp;SC WEBSITE OF THE HISD PORTAL)</b>	

