

Eastwood Academy Charter High School Houston Independent School District

1315 Dumble Street
Houston, Texas 77023
713-924-1697
www.eastwoodacademy.org

Principal Paula Fendley

2014-2015



Student Handbook



**Houston Independent School District
Board of Education
2013**

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It is the policy of the Houston Independent School District not to discriminate on the basis of age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity and/or gender expression, or any other basis prohibited by law in its educational or employment programs and activities.

The HISD Five Core Initiatives

- Effective Teacher In Every Classroom
- Effective Principal In Every School
- Rigorous Instructional Standards and Supports
- Data Driven Accountability
- Culture of Trust Through Action

HISD PURPOSE

The Houston Independent School District (HISD) exists to strengthen the social and economic foundation of Houston by assuring its youth the highest quality elementary and secondary education available anywhere.

HISD GOALS

Primary Goal 1: Increase Student Achievement

Goal 2: Improve Human Capital

Goal 3: Provide a Safe Environment

Goal 4: Increase Management Effectiveness and Efficiency

Goal 5: Improve Public Support and Confidence in Schools

Goal 6: Create a Positive District Culture

It is the policy of the Houston Independent School District not to discriminate, including harassment, against any student or employee on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, political affiliation, sexual orientation, gender identity and/or gender expression, or any other basis prohibited by law.

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This handbook, designed by the faculty, staff, and administration, is a guide for students and parents to provide important information related to Eastwood Academy. Additional information can be found on the school website throughout the year or by contacting the school office.

Eastwood Academy High School
Est. 1999

MISSION

The Eastwood Academy family empowers students to achieve college and career readiness and become globally-minded citizens.

Vision

Our passionate staff provides rigorous academic standards, personalized instruction, a supportive climate, and opportunities for leadership and personal development guiding students to ultimately strive to make themselves more competitive in an ever-shrinking world.

Mascot: Boxer

Colors: Blue and Gray

Eastwood Academy 2014-2015 Student Handbook**ADMINISTRATION &
STAFF****Eastwood Academy Administration**

Paula Fendley	Principal
Ruth "Sunny" Bell-de-la Garza	Dean of Students
Brandi M. Lira	Instructional Coordinator/PowerUp and Linked Learning Admin.
Dixie Morales	College Access Coordinator/Registrar

Counselor

Stacey Ritchie	School Counselor
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Technology/Admissions

Gene Platt	Admissions Coordinator
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Department Chairs

Zazalleesha Swanson	English Language Arts & Reading
Yulber Beronque	Mathematics
Shiroy Aspandiar	Social Studies
Sara Epp	Science

English Language Arts Teachers

Zazalleesha Swanson	Pre-AP English 9, Reading 9, One Goal
Linda Trendell	Pre-AP English 10, SAT Prep, Study Hall
Mark Mendelsohn	English 11, AP English Lang 11, Theatre Arts, Film Studies
Rhett Martinez	ELA Lab 9, AP English Lit 12, English 12

Math Department

Ernani Casio	Algebra 1, Algebra 2, Pre-AP Algebra 2
Yulber Beronque	Pre-Calculus, Pre-AP PreCal, AP Calculus, AQR
Marlyn Eloja	Pre-AP Algebra 1, Pre-AP Algebra 1 Lab AP Statistics, AQR
Lauren Crawford	Geometry, PreAP Geometry, SAT Prep, One Goal

Science Department

Sara Epp	Biology, Pre-AP Biology, AP Environmental Science, AP Biology
Sharon Williams	Pre-AP Chemistry, AP Chemistry
Serhiy Bobrovnyk	Pre-AP Physics, AP Physics, SAT Prep
LeVar Lewis	Health, PE

Social Studies

David McMurchy	U.S. History, AP US History, AP Human Geo, AP Gov/Eco
Tim Warden	World History, AP World History, AP European History, Debate
Alonzo Karahamuheto	AP Human Geography, AP Psychology, Study Hall

Electives

Frank Duron	Spanish 1, Spanish 2, AP Spanish Lit, AP Span Lang, Soccer
Luiz Perez	Art 1, PreAP Art 2, Art 3, AP Art History, AP Drawing
Thea Golden-Smith	Student Leadership
Jimmy Aggison	Reconnect Youth

Technology

Gene Platt	Principles of Info Tech, Pre-AP Comp Sci, AP CompSci
Young Yee	Electronics, Earth and Space
Louanne Harvey	Telecommunications and Networking, IT Research, PowerUp

Celeste Conflitti

Engineering Design & Problem Solving, SRD STEM

Administrative Staff

Brenda Morales

School Secretary/Bookkeeping

William Solomon

Library Staff, Office Clerk

Veronica Gonzalez

Student Information Representative

Jessica Garza

PowerUp Customer Service Representative

Custodial Staff

Rogelio Medrano

Plant Operator

Maria Montoya

Custodian

Yaneth Rivas

Custodian

Rosa Ruiz

Custodian

HISD Campus Police

Officer Kimbrough

HISD Police Officer

STUDENT RIGHTS AND RESPONSIBILITIES

Students at Eastwood Academy have the right:

- To feel safe in their school environment
- To take full advantage of the academic opportunities and quality educational program offered at Eastwood
- To enjoy a school environment free of disruptions within the classroom
- To express their opinions
- To appeal program decisions that impact them
- To feel secure in a healthy environment that is smoke-, alcohol-, and drug-free
- To access school resources and facilities under appropriate supervision
- To expect courtesy, fairness, and respect from fellow students, staff, and other school personnel
- To be informed of classroom and school expectations
- To participate in extra-curricular activities

Students at Eastwood Academy have the responsibility:

- To be accountable, caring, and honest
- To attend school and do his/her best to learn and master his/her academic program and its objectives
- To follow all school rules, regulations, and policies
- To assure that individual expressions do not interfere with the educational rights of others
- To adhere to recommended problem-solving appeal procedures
- To abide by state law and school board policies concerning substance abuse
- To respect and protect the personal and property rights of others
- To treat others with respect and courtesy
- To abide by classroom and school expectations
- To read and listen to school communications
- To deliver all written school communications to parents/guardians

STUDENT CONDUCT

Honor Code

The Eastwood Academy Code of Honor is central to our mission as a college and career readiness high school. Honor is the foundation of teaching, learning, and community spirit at Eastwood Academy and all students share the responsibility for maintaining and strengthening this foundation. The Honor Code fosters a spirit of mutual trust, respect, and honesty at Eastwood Academy among all community members.

Therefore, all students at Eastwood Academy agree to the following Honor Code:

As an Eastwood Academy student, I will act with honesty, integrity, and respect. I make this commitment and understand that I am accountable to the Eastwood Academy community to uphold this code. On my honor, I will neither give nor receive any unauthorized aid on any exam, quiz, assignment, paper, or project.

Expectations

Students at Eastwood agree to the following rules and expectations. Failure to meet the school expectations may result in a Growth Plan and/or the non-renewal of my enrollment for the next school year at Eastwood Academy High School.

1. I will study a *minimum* of two hours per school night.

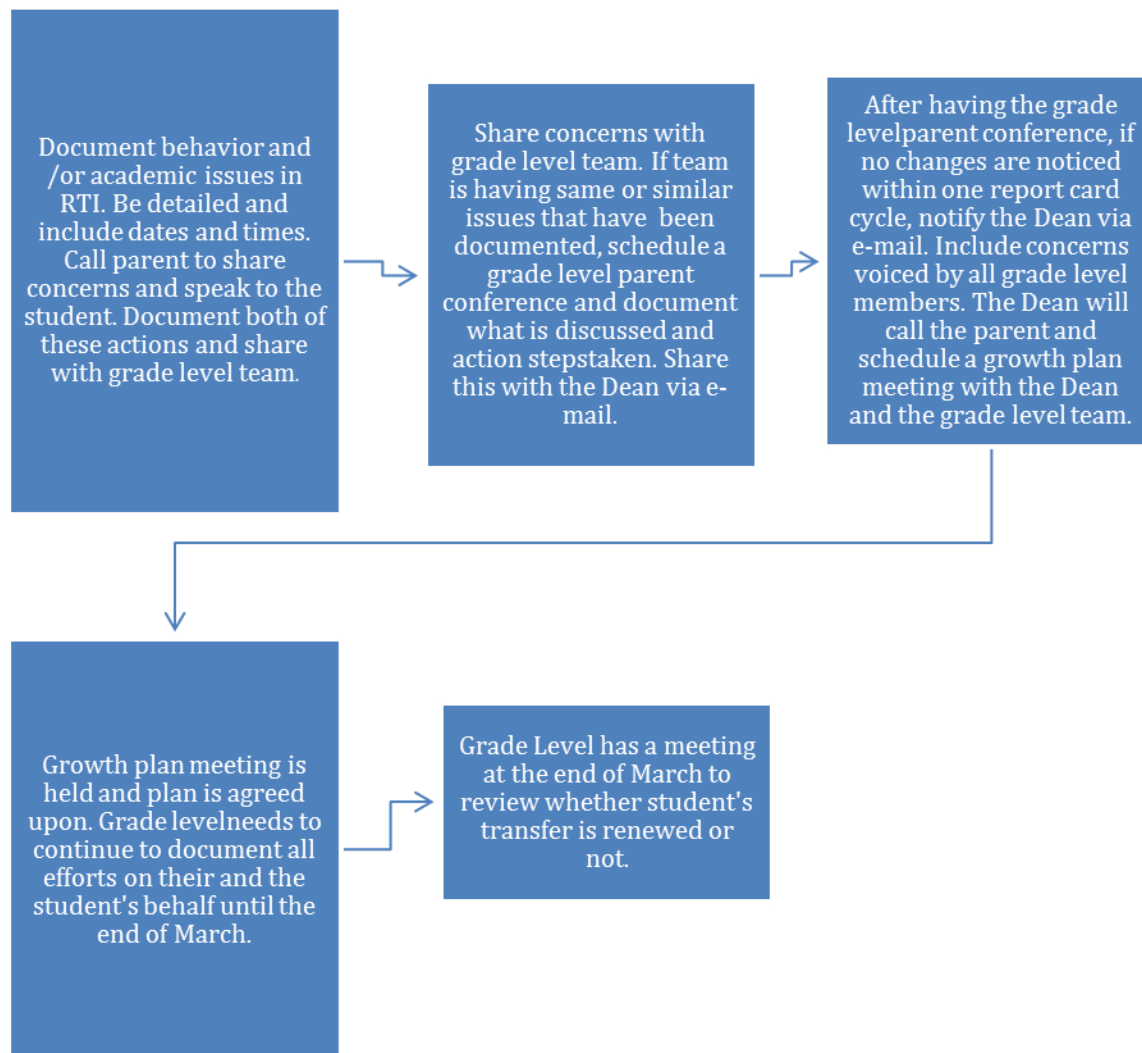
2. I will take 1 AP class every school year.
3. I will complete all assigned class work and homework and turn it in when it is due.
4. I will be prepared for class with all necessary materials.
5. I will attend tutorials, if required by my teacher(s), in order to insure my academic success.
6. I will pass all of my classes.
7. I will attend school every day and arriving on time. My parents are also responsible for supporting school attendance.
8. I will be on my best behavior, and not be disruptive at any time, because it may hinder my learning as well as that of my peers.
9. I will follow all school rules outlined in the "Eastwood Academy Student Handbook" including those outlined in the HISD Code of Student Conduct
10. I will respect all school property as well as that of my teachers and peers.
11. I will refrain from using any electronic devices including cell phones and headphones during school hours except for lunch time and if the teacher has given permission for me to do so. If I am caught using any of these devices without permission, I *must* relinquish it to my teacher or administrator and *pay a fine* of \$15.00 for its return. The phone may be picked up at the end of the day in Ms. Morales' office.
12. I will follow the school's dress code as written in the Student Handbook at all times.
13. I will commit myself to support the goals and charter of Eastwood and the Houston Independent School District.
14. I will participate in a minimum of 20 hours of community service per year. And my parents/guardians are required to participate in 10 hours per school year. These hours are to be turned into Ms. Velez in the front office for documentation.
15. I will be organized in my daily life as an Eastwood student and keep a planner to record my assignments, homework, projects, and other important school/class dates.
16. I will show my parents all progress reports and report cards, and get their required signatures.
17. I will participate in the school-wide Accelerated Reading program and meet specific reading goals based on my reading level.
18. I will participate in Boxer Camp.
19. I will notify Eastwood of any decision to attend a different campus the next school year followed by a consultation with an Eastwood Academy staff member.

All students are responsible for reading the HISD Code of Student Conduct and must comply with all policies and procedures as outlined in the HISD Code of Student Conduct. Students who violate or fail to comply with the regulations will face disciplinary actions including removal from participation in school activities such as commencement exercises.

Academic and Behavioral Notices – Growth Plan

After students are put on a growth plan and fail to meet the goals set in the initial parent/guardian and teacher conferences and/or with the principal or dean, and/or if students have excessive unexcused absences, a letter will be mailed out in early April to the student's home stating that they are under review for transfer to their zoned "home" school. By the end of April, the Faculty Review Committee will have reviewed each student's progress since the letter was mailed and will vote on whom should be permitted to re-enroll at Eastwood Academy for the subsequent school year. This is very critical for students – excessive failures, behavioral issues, absences, tardiness, and any other grave issue can lead to a possible non-renewal of the student's enrollment at Eastwood Academy.

The following chart outlines the process for placing students on Growth Plans.



Public Display of Affection

Appropriate behavior of all students at Eastwood Academy is expected during the school day and at all campus functions.

No kissing, sustained physical contact other than hand holding or other inappropriate displays of affection are allowed.

Students who do not follow this policy will receive a detention and a parent/guardian contact. Repeated offenses will result in escalated disciplinary action.

Detention

A student may be assigned to a lunch detention based on academic or discipline infractions. The detention takes place during the lunch period and on an as needed basis.

While in detention the student is expected to:

1. Arrive on time
2. Not talk unless given permission
3. Not sleep or put his head down on the desk
4. Bring all materials including notebooks, pens, pencils, and assignments
5. Not use any electronic devices
6. Read only library books or complete assignments.

Off-campus Lunch Policy

Juniors and seniors are allowed to leave campus at lunch (**on foot only**) once they have met the following guidelines:

- Parents/guardians must sign the permission slip for Off Campus Lunch privileges.
- Students must have completed and returned all of their Title I documentation, including the Lunch Application, and all signed documents required in the Student Packet.
- Students listed above will be issued a badge provided they are not on academic or disciplinary probation.
- This badge, as well as the student's Eastwood Academy identification, must be shown to the officer or staff worker at the front gate before leaving campus.
- If a badge is left at home, a one-day pass can be purchased for \$1.00. Replacement badges can be purchased for \$5.00.
- Anyone who violates the Off Campus Lunch Policy will serve a detention. Parents/guardians will be contacted.
- A second offense or being placed on academic or disciplinary probation will result in loss of Off Campus Lunch privileges.
- All students must return in time for the beginning of the first class after lunch. Any student who arrives late to the first class after lunch three times will lose his/her Off Campus Lunch privileges for a period of six weeks.

Bullying

Bullying and cyber bullying are very serious offenses, and HISD takes action on all reports of bullying.

The HISD Code of Student Conduct considers bullying a **Level III offense**, subject to suspension, or optional removal to a Disciplinary Alternative Education Program. Please refer to the 2014-2015 HISD Code of Student Conduct for more information.

In order to effectively address bullying, students and parents can report incidents of bullying or cyber bullying to a teacher or the administration. Also, HISD has a 24-hour hotline available to parents and students who want to report incidents of bullying or cyber bullying. The phone number is 713-641-7446.

Plagiarism/Cheating Policy

Plagiarism is the copying of another's written work or idea whether that is another student's homework and/or class work or copying information from books, magazines, or the Internet without explicitly citing or giving credit to the source. Cheating involves copying another student's answers on a test, quiz, or homework or allowing another student to copy your answers or work.

At Eastwood we believe that every student should be responsible for his own work and must maintain a code of honor and personal accountability. Participating in copying homework or class work will result in a parental contact by the teacher, and an after-school detention from the teacher. This is a [Level 2](#) infraction. Any additional incidents will result in escalating into a Level 3 infraction and will be dealt with accordingly. Refer to the HISD Code of Student Conduct for more details.

Student Property/Cell Phones

Students are strongly encouraged not to bring personal property, such as cell phones, cameras, pagers, CD players, iPods, MP3 players, radios, personal music devices, hand-held game systems, etc. to school. Students are **NOT** allowed to use any of these items during class time or passing periods. They may be used **only during lunch and before and after school**. If these items are used outside of these times, the item will be confiscated by turning it into Ms. Morales in the front office and a \$15 fee will be charged.

Dress Code

The Eastwood Academy dress code is established to:

- Teach appropriate dress and grooming
- Instill discipline
- Prevent disruption
- Avoid safety hazards
- Teach respect for authority
- Provide a positive, productive learning environment.

Students are expected to give proper attention to personal cleanliness and to wear attire that covers their bodies from the shoulders down to the knees. It is important that students remember that they are a reflection of Eastwood Academy and should dress in a manner that positively represents the school.

- Students may NOT wear baggy, sagging or ripped pants of any kind.
- Students may NOT wear low-cut blouses, blouses or shirts that expose the midriff when standing or sitting, blouses with bare backs, see through, tube tops or spaghetti straps.
- Students may NOT wear baseball-type caps while indoors.
- Students may NOT wear sunglasses while indoors.
- Students may NOT wear pajamas or other sleep attire unless it is for a school function.
- Students may NOT wear flip-flops, slip-on sandals or house slippers since they pose a safety concern.
- Students may NOT wear jewelry, clothing or accessories promoting sex, drugs, alcohol, violence, crime, or gangs.
- Students may NOT wear facial piercings except for nose studs. If students have facial piercings, they may wear a clear, flat one.
- Students may NOT wear stretch pants, yoga pants, or tight-fitting bottoms of any kind unless:
 - a. Worn with a shirt that meets the fingertips when the student stands upright with arms at the sides.
 - b. Skinny jeans have pockets on the backside.
- Skirts and dresses MUST meet the fingertips when the student stands upright with arms at her sides.

School administrators will make final determinations on dress code issues. Any student in violation of these attire guidelines will receive a discipline referral and will be asked to change his or her clothing. Parents will be contacted.

STUDENT ACADEMICS

STAAR Exams

STAAR performance standards relate levels of test performance to the expectations defined in the state-mandated curriculum standards known as the Texas Essential Knowledge and Skills (TEKS). Cut scores established by the Texas Education Agency distinguish between performance levels, or categories. The process of establishing cut scores that define performance levels for an assessment is standard setting. Standard setting is also used to classify students into an appropriate performance category. The following exams will be testing during the 2014-2015 school year:

STAAR English I	STAAR English II	STAAR Biology
STAAR Algebra I	STAAR U.S. History	

For the general STAAR assessments, STAAR Spanish, and STAAR L, the labels for the performance categories can be found below. Students must score a minimum of Level II performance to meet graduation requirements.

- Level III: Advanced Academic Performance
- Level II: Satisfactory Academic Performance
- Level I: Unsatisfactory

Testing Dates

October 15.....	PSAT (9 th -11 th Graders)
October 28-November 1.....	Credit by Exam Window
Spring 2015.....	School Day SAT
March 16-April 8.....	TELPAS Assessment Window
March 30.....	STAAR English I
April 1.....	STAAR English II
April 3.....	STAAR Make-up sessions
May 4-May 8.....	STAAR Testing Window: Algebra I, Biology, U.S. History
May 15.....	STAAR Make-up sessions
July 6-10.....	STAAR Retest Window: Algebra I, Biology, U.S. History
July 6.....	STAAR English I Retest
July 8.....	STAAR English II Retest
July 10.....	Make-up Sessions for STAAR

SAT/ACT

Almost every college in the U.S. uses the SAT and/or the ACT as part of its admissions process. It is recommended that students take both tests once during the spring of their junior year. If you are satisfied with these initial scores, you need not test again. If you do better on one of the tests, but feel you can further improve, then take that test again when you return in the fall.

If you are on free or reduced lunch, make sure you see the College Access Coordinator (CAC), Ms. D. Morales, to pick up a fee waiver before you register. Waivers must be requested in a timely manner. Waiting until the day before a registration deadline is not advised since the CAC has requests often and also serves a number of roles on the campus that may prevent her from processing requests within the same day of submission.

SAT II (the subject tests) is required by many highly selective schools. Check to see if they are required by the schools to which you are applying. If so, take these tests during the year in which you are enrolled in the corresponding AP course.

ACT Test Dates

The ACT measures students' progressive development of knowledge and skills in the same academic areas from grades 8 through 12. Therefore, the scores from these three programs can help educators monitor students' academic growth over time. Some students may choose the ACT over SAT exams since the test is correlated to academics. Eastwood Academy encourages students to take both.

Test Date	Registration Deadline	(Late Fee Required)
September 13, 2014	August 8, 2014	August 9–22, 2014
October 25, 2014	September 19, 2014	September 20–October 3, 2014
December 13, 2014	November 7, 2014	November 8–21, 2014
February 7, 2015*	January 9, 2015	January 10–16, 2015
April 18, 2015	March 13, 2015	March 14–27, 2015
June 13, 2015	May 8, 2015	May 9–22, 2015

SAT Test Dates

Eastwood is a testing site on the dates in bold.

Test Dates*	2014			2015			
	Oct 11	Nov 8	Dec 6	Jan 24	Mar 14	May 2	Jun 6
Regular Registration Deadline	Sep 12	Oct 6	Nov 6	Dec 29	Feb 13	Apr 6	May 8
Late Registration Deadline	Sep 30	Oct 28	Nov 24	Jan 13	Mar 3	Apr 21	May 27

Houston ISD also participates in the School-Day SAT program in conjunction with the College Board in order to provide juniors with the opportunity to take the SAT test at their home campus during the regular school day. This free program provides all 11th grade students an additional opportunity to obtain the best score possible on the SAT test.

School Day SAT Date: Wednesday, February 26, 2014 (Tentative date)

PSAT

Freshman, sophomores and juniors will be tested. Juniors with exceptionally outstanding scores on the PSAT qualify for National Merit recognition and/or scholarships.

Testing Date: Wednesday, October 15, 2014

AP Testing

All of the students enrolled in AP classes will be required to take the associated AP exams. Students with scores of 3 or better on these exams may receive college credit in addition to high school credit.

COURSE	Dual Credit Equivalent	AP Score ¹	College Hours ²	AP Score	College Hours
Art History	ARTS 1303 and 1304	3	3	4-5	6
Biology	BIOL 1308 and 1309	3	3	4-5	8
Calculus AB	MATH 2413 and 2414	-	-	4-5	3
Calculus BC	MATH 2414 and 2415	-	-	4-5	6
Chemistry	CHEM 1411 and 1412	3	2	4-5	8
Computer Science	COSC 1436 and 1437	-	-	4-5	3
English Language	ENG 1301 and 1302	3	3	4-5	6
English Literature	ENG 2322 and 2323	3	3	4-5	6
Environmental Science	ENVR 1401	-	-	4-5	3
European History	HIST 2312	-	-	4-5	3
Human Geography	ANTH 2351	-	-	4-5	3
Physics A	PHYS 1401 and 1402	3	3	4-5	8
Psychology	PSYCH 2301 and 2302	3	3	4-5	6
Spanish Language	SPAN 1411, 1412, 2311, and 2312	3	8	4-5	14
Spanish Literature	³ SPAN 3301, 3302, and 3384 (See below)	3	3	4-5	6
Statistics	MATH 1342	-	-	4-5	3
Studio Art	ARTS 1311, 1312, 1316, and 1317	3	3	4-5	6
US Government	GOVT 2301 and 2302	3	3	4-5	6
US History	HIST 1301 and 1302	3	3	4-5	6
World History	HIST 2321 and 2322	-	-	4-5	3

Pre-AP and AP

The goal of the Pre-AP courses is to build a firm academic foundation that prepares students for AP college-level courses. All 9-12th grade students who are enrolled in Pre-AP and/or AP courses must be recommended. If the student is G/T they are required to be in a minimum of 2 Pre-AP, AP, or Dual /credit classes.

Teachers will closely monitor Pre-AP/AP to provide support for student success. Intervention strategies for additional support may include tutorials, guided study, parent/guardian conferences, and others defined on a student-by-student basis. To further support the students, if a student's progress in any one of the foundation areas is unsatisfactory, it is mandated that a conference be conducted with the parent/guardian and student regarding the student's performance and it may be determined that the student would benefit from being placed on a growth plan.

Within the first 15 days after the first day of school, a student or parent may request to drop a Pre-AP/AP class. To do so, however, a conference between the teacher, parent and student must occur.

¹ Scores converted to letter grades are roughly equivalent to 5 = A, 4 = B, 3 = C, 2 = D, 1 = F.

² College hours are loosely based on the University of Houston, Texas A&M, and the University of Texas' guidelines

³ Spanish Literature is a Junior college course so for brevity's sake the equivalent is based on 3000 level courses at the University of Houston (but applies to most public colleges in the United States).

Eastwood Academy offers the following Advanced Placement (AP) classes:

- Art History (Pre-req.: none; grade level recommendation: 10-12)
- Biology (Pre-req.: Biology and Chemistry; grade level recommendation: 11-12)
- Calculus AB (Pre-req: Algebra 1, Algebra 2, Geometry, Pre-Calculus; grade level recommendation: 10-12)
- Calculus BC (Pre-req: See Calculus AB)
- Chemistry (Pre-req: See Biology)
- Computer Science (Pre-req: Computer Science PAP; grade level recommendation: 10-12)
- English Language (Pre-req: English 1 and 2; grade level: 11)
- English Literature (Pre-req: English 1-3; grade level: 12)
- Environmental Science (Pre-req: See Biology)
- European History (Pre-req: World Geography; grade level recommendation: 10-12)
- Human Geography (Pre-req.: none; grade level recommendation: 10-12)
- Physics A (Pre-req.: Biology, Chemistry, Physics, Algebra 1, Algebra 2, Geometry; grade level recommendation: 12)
- Psychology (Pre-req.: none; grade level recommendation: 10-12)
- Spanish Language (Pre-req.: Spanish 1 Natives or Spanish 1-3 Non-Native; grade level recommendation: 9-12)
- Spanish Literature (Pre-req.: AP Spanish Language; grade level recommendation: 10-12)
- Statistics (Pre-req.: Algebra 1 and 2, Geometry; grade level recommendation: 10-12)
- Studio Art (Pre-req.: Art 1-3; grade level: 12)
- US Government (Pre-req.: World Geography and World History; grade level recommendation: 11-12)
- US History (Pre-req.: World Geography and World History; grade level: 11)
- World History (Pre-req.: World Geography; grade level: 10)

Dual Credit

Eastwood Academy offers the following Dual Credit courses through the Houston Community College System:

- Psychology 2301
- Sociology 1301
- Government 2301
- Economics 2301
- English 1301 and 1302
- Speech 1315

Grad Lab

In order to best meet the needs of its students, HISD and Eastwood Academy use the APEX Learning on-line curriculum to allow students to recover credit or to earn original credit. The APEX system is also used to provide accelerated remediation for the STAAR tests.

Students have the ability to work on the online courses at their own pace. This means students can move faster through information they understand or in which they have had previous instruction, or they can take their time, and go back to review information they do not understand.

Texas Graduation Requirements**FOR STUDENTS ENTERING HIGH SCHOOL 2011-2012 AND AFTER**

	RECOMMENDED	DISTINGUISHED
ENGLISH	4	4
MATH	4	4
SCIENCE	4	4 (Except IPC or GMO)
WORLD GEOGRAPHY	1	1
WORLD HISTORY	1	1
U.S. HISTORY	1	1
U.S. GOVERNMENT	.5	.5
ECONOMICS	.5	.5
HEALTH	.5	.5
P.E. INCLUDING FOUNDATIONS OF PERSONAL FITNESS	1	1
COMMUNICATION APPLICATIONS	.5	.5
LANGUAGE OTHER THAN ENGLISH (LOTE)	2 IN THE SAME LANGUAGE	3 IN THE SAME LANGUAGE
TECHNOLOGY APPLICATIONS	0 (Not required but highly recommended)	0 (Not required but highly recommended)
FINE ARTS	1	1
ELECTIVES	5	4
TOTAL CREDITS	26	26

House Bill 5**FOR STUDENTS ENTERING THE NINTH GRADE 2014-2015 AND AFTER**

Under HB5, the Minimum High School Program (MHSP), Recommended High School Program (RHSP), and Distinguished Achievement Program (DAP) are to be replaced with the Foundation High School Program.

Beginning in the 2014-2015 school year, a school district must ensure that each student, upon entering ninth grade, indicates in writing an endorsement that the students intends to earn. The student is permitted, at any time, to earn an endorsement other than the endorsement the student previously indicated.

SOURCE: Texas Education Agency, 2014 <http://www.tea.state.tx.us/index2.aspx?id=25769806149>

Statutory Requirements for the Foundation Program

English Language Arts: Four credits

English I

English II

English III

Advanced English Course

Mathematics: Three credits

Algebra I

Geometry

Advanced Mathematics Course

Science: Three credits

Biology

IPC or Advanced Science Course

Advanced Science Course

Social Studies Three credits

U.S. History

U.S. Government (one-half credit)

Economics (one-half credit)

World Geo, World History or Combined (not developed yet)

Physical Education: One Credit

Languages Other Than English): Two credits

- In the same language
- Computer programming language

Fine Arts: One Credit

Electives: Five Credits

Endorsements

A student may earn an endorsement by successfully completing:

- Curriculum requirements for the endorsement
- Four credits in mathematics
- Four credits in science
- Two additional elective credits

Eastwood Academy offers the following endorsements:

- STEM
- Business and Industry
- Arts and Humanities
- Multidisciplinary

Silent Sustained Reader (SSR)

The goal of Silent Sustained Reading (SSR) is to improve fluency, enhance vocabulary and foster a love of reading in our students. Each student will participate in SSR during the advocacy period on Wednesdays (and Fridays if the student is not a member of a club).

- All students will participate.
- Students must have a book with them every day for SSR.
- Electronic books are permitted, but only at the discretion of the teacher.
- Under no circumstances may a student use his/her cell phone as a reading device for SSR.

Accelerated Reader (AR) Program

The primary goal of Accelerated Reader is to improve reading by fostering a love of reading in our students. The computerized testing system is designed to help motivate, monitor, and manage student reading practice. AR is supported by scientifically-based research. An extensive body of research confirms the effectiveness of Accelerated Reader and best classroom practices in helping educators dramatically improve student reading skills. The research consistently demonstrates that Accelerated Reader enables teachers to target instruction and accelerate reading growth for students of all ability levels. This AR Policy applies to all students in grades 9-12.

The following guidelines will govern the AR Program at Eastwood Academy:

- Students must have their AR book with them at all times. When finished with an assignment early, or whenever a student has down time, the AR reading should take place.
- All students must log-in using their own passwords and submit their own answers.
- Each student must take a minimum of two AR tests every 6 weeks.
- AR is counted as 10% of the student's average in their English class.
- ANY form of CHEATING will result in the student receiving a zero.
- Students who reach their goal at the end of each six weeks and semester will be eligible to participate in AR awards.
- Students can only take their AR tests before, after school and/or in the library (unless the teacher has given prior approval for other times).

Tutorial Schedule

Students must attend all assigned tutorials. If a student fails to attend an assigned after school tutorial, a parental contact will be made. Any additional unexcused absences from tutorials will result in detention. Core tutorials take precedent over any AP tutorials offered by teachers. Ask your AP teacher to see if he/she has additional dates to meet.

Tutorials are held Monday-Thursday from **3:40 – 4:40 PM** according to following schedule:

Monday.....English
Tuesday.....Math
Wednesday.....Social Studies
Thursday.....Science

Homework

Homework will be assigned frequently in each class. It is the student's responsibility to accurately record the assignments in his or her planner. Homework constitutes up to 10% of each of a student's grades and is essential to mastery of skills and concepts. If a student does not have the homework or it is incomplete, the student will sign the teacher's homework log with an explanation. After the second missed/incomplete homework in a class, the classroom teacher will assign the student an after school detention on the date specified by the teacher to be served from 3:40 PM. until 4:40 PM. Parents will be notified in advance of the date of such detention. During the detention period, students will finish all such missing/incomplete homework assignments and then continue to engage in academic pursuits until the end of the detention period. As part of the Eastwood student contract, each student agrees to complete all homework assignments. After attending three detentions for any class, students will be referred for further intervention efforts.

GRADES

Progress Reports and Report Cards

Communication with parents concerning their children's academic progress is a key component of student success at Eastwood. Report cards are sent home at the completion of each six weeks grading period. In addition, progress reports that display the interim grades are sent home after the first three weeks in each six weeks grading period in order to inform the parents of their students ongoing progress in each class. Parents are invited to use the GradeSpeed computer software to check on their students' grades, progress reports and report cards. Parents are also encouraged to schedule conferences with their students' teachers if they have any questions concerning report cards and progress reports.

Students that are not performing at our Eastwood Academy expectations will be placed on a probationary contract. Failure to comply with the probationary contract may result in denial of re-enrollment for the following school year.

Cycle	Progress Report Date	Report Card Date
Cycle I	September 15, 2014	October 10, 2014
Cycle II	October 24, 2014	November 14, 2014
Cycle III	November 25, 2014	January 9, 2015
Cycle IV	January 26, 2015	February 20, 2015
Cycle V	March 6, 2015	April 10, 2015
Cycle VI	April 23, 2015	June 2, 2015

UIL Eligibility

In order for a student to qualify for a grade and UIL eligibility, the student must complete a body of work equal to 1/3 of the semester, to represent the six-week grading period, with a grade of 70 or above. If a student has not completed the appropriate amount of course work, the student will earn an "INC." "Incomplete" grades will be ineligible for UIL participation until the "INC" is removed.

Incomplete Grades

HISD policy states that a student who makes an "Incomplete" grade has until the end of the next grading period to make up the "INC." A student who makes an "INC" on the last grading cycle has until the end of the summer session to remove his incomplete grade. This applies to both cycle grades and final exams.

If an "Incomplete" cycle grade is not made up within the prescribed time frame, a grade of zero (0) should be given for each missing assignment and then all grades should be averaged to determine that cycle grade.

If an "Incomplete" final exam grade is not made up within the prescribed time frame, the grade reverts to a "0" and is averaged as such along with the cycle grades to determine the semester average. If an "Incomplete" final exam grade is not made up within the prescribed time frame, the grade reverts to a "0" and is averaged as such along with the cycle grades to determine the semester average.

ATTENDANCE POLICY

Students should be in class each school day prepared to learn. School begins at 8:00AM and concludes at 3:30PM. Assigned tutorials are scheduled from 3:40PM – 4:40PM. After 3:40 p.m., all students must be under a teacher's or coach's direct supervision or at the front of the school campus. All students must leave the campus

by 5:00 PM unless under direct supervision of a teacher or coach. Parents should be on campus to pick up their students by 4:45 PM.

- Attendance is checked by the teachers each class period. All absences are either excused or unexcused and must be recorded accordingly. Excused absences include personal illness, death in the immediate family, medical/dental appointments, weather conditions that make travel hazardous, college visits during senior year (no more than 3 per school year), absences related to the legal system, excused religious holidays, approved school related activities and field trips (no more than 5 per semester), and any emergency condition excused by the principal.
- All students who have been absent the previous day must first report to the office and follow the excuse process (see below).
- All students will have the opportunity to make up work when absent for both excused and unexcused absences. A student will have no more than one week to make up the work unless he receives special permission from his teacher. It is the responsibility of the student to find out what work he missed.
- Any student who has more than 4 unexcused absences per semester will not receive credit for the course. A student may file a written petition with the School Attendance Committee to grant credit based on extenuating circumstances. The committee will rule on each petition by the end of the semester.
- Any student who has 5 or more excused absences per semester will not receive credit for the course. A written petition must be submitted to the School Attendance Committee in order to appeal for credit.
- Parents will be contacted by phone to verify all student absences by the front office. Students with frequent absences will be referred to the Student Intervention Team.

Impact of Absences on Grades

If a student exceeds the absence limit for a semester or for the year on an annual promotion course, an NG will appear where the grade should show on the report card for the appropriate cycle. Credit Recovery will have to happen for the NG to change to an actual grade. Otherwise the student could fail and/or not receive credit for the class.

Appealing NGs

A school **may not** adjust the excessive absence limit used to deny credit. The NG will continue to appear at each succeeding grading cycle.

If the student has exceeded the absence limit, the student will not receive credit for the course unless the passing average is appealed. If the School Attendance Committee decides to award credit for a passing average with an NG, then school personnel should remove the NG, allowing the credit to be awarded to the student.

Excuse Process

When a student is absent from school, he/she must submit to the office a written parent/guardian note within three days after the absence. The note must contain the following information:

- Student's full name and ID number
- Date of absence
- Reason for absence
- Signature of parent/guardian and phone number for contact
- A doctor's note must be attached to any note for an absence of 5 or more days.

Written excuses for absences must be brought to the office no later than 3 school days after the absence in order to receive an excused absence.

Tardy Policy

First Period Tardies

Each time a student arrives late to first period, the student is required to sign in with the front office and receive a tardy pass. The Main Office will record and keep track of all first period tardies. Students will NOT be allowed to enter their first period classroom without a tardy pass from the Main Office.

- | | |
|----------------|--|
| • First tardy | Documented warning |
| • Second tardy | Parent/guardian contact |
| • Third tardy | Lunch detention |
| • Fourth tardy | Administrative parent conference and further disciplinary action |

All Other Periods

Each time a student arrives late to first period, the tardy will be documented by the teacher and the following steps will be taken:

- | | |
|----------------|--|
| • First tardy | Documented warning |
| • Second tardy | Parent/guardian contact |
| • Third tardy | Teacher detention |
| • Fourth tardy | Lunch detention and a P in conduct |
| • Fifth tardy: | Administrative parent conference and further disciplinary action |

Early Check-out Procedures

The student or parent/guardian initiates the procedure by presenting themselves to the office. No student may call a parent/guardian on the cell phone to be checked out. All phone calls for check out must be completed through the office. The office verifies the validity of the check out (parent/guardian signature, notification, etc.). Any person requesting to check out a student must be identified on the enrollment card as an adult responsible for the child. Students are allowed to check out early only with the permission of an administrator.

Withdrawal

A student can be withdrawn from Eastwood Academy by either biological parent if no court action is involved or by the person who signed the enrollment card and has legal custody of the student. A withdrawal form must be completed at that time. All fees and fines must be paid and all school materials returned in good condition.

BELL SCHEDULES**Monday Bell Schedule**

Time	Schedule
7:50 AM	TEACHERS SIGN IN
7:55	Students enter the building
8:00 – 8:50 AM	A1 Period + Announcements
8:55 – 9:40 AM	B1 Period
9:45 – 10:30 AM	A2 Period
10:35 – 11:20 AM	B2 Period
11:20 – 12:10 AM	Lunch
12:15 – 1:00 PM	A3 Period
1:05 – 1:50 PM	B3 Period
1:55 – 2:40 PM	A4 Period
2:45 – 3:30 PM	B4 Period

Regular Bell Schedule

Tuesday, Wednesday, Thursday, & Friday

Time	A Day	B Day
7:50 AM	TEACHERS SIGN IN	TEACHERS SIGN IN
7:55 AM	Students enter the building	Students enter the building
8:00 – 8:30 AM	Advocacy & Announcements	Advocacy & Announcements
8:30 – 10:00 AM	A1 Period	B1 Period
10:05 – 11:35 AM	A2 Period	B2 Period
11:40 – 12:20 AM	Lunch	Lunch
12:25 – 1:55 PM	A3 Period	B3 Period
2:00 – 3:30 PM	A4 Period	B4 Period

****Early Release: Dismiss is at 12:30 p.m. followed by a 30 minute lunch.**

For consistency, every Tuesday and Thursday will be an A Day and every Wednesday and Friday will be a B-day. Wednesdays will switch to eight-period days only in the event of an Early Release day.

- On Mondays, students will attend all eight class periods except for the weeks in which an Early Release date is scheduled.
- During Early Release weeks, the eight-period day will be moved to Wednesday.
- During weeks in which a school holiday occurs, the schedule will not be altered. That is, if the holiday takes place on a Monday, Tuesday will still remain an A Day and if the holiday takes place on a Friday, Monday will remain an eight-period day.

Advocacy

- On Tuesdays, students have the option of participating in Supervised Independent Student Activities (SISA). Thus, on Tuesdays the Advocacy period will be eliminated and first period will begin at 8:30 a.m.

- On Wednesdays, students will participate in Silent Sustained Reading (SSR).
- On Thursdays, students will engage in Advocacy lessons.
- On Fridays, students will participate in SSR for the first weeks of school until Club Time begins.

Summer School

Students who do not meet the passing standards for the state assessments (TAKS or STAAR) will be required to attend summer school for enrichment and to retake the tests. Summer school will also be required for students who do not pass all of their classes. These students may be required to attend summer school at their zoned home campus, or at Eastwood Academy, whichever the administration deems appropriate.

PROCEDURES

Class Activities

Traditionally, Eastwood Academy students partake in a variety of fundraising and extracurricular activities as a graduating class. All activities must be led and supervised by a sponsor who is either an employee or a parent who has been approved through the district volunteer system (VIPS). Teachers and staff members have been assigned to each grade level. These assignments can be found below. All activities **MUST** be submitted for administrative approval before the event can be held.

The following rules will be in effect for all school-sponsored activities:

- All school rules are in effect at both on and off campus activities.
- Each student may invite only one guest to a dance, and the guest must be between 14 and 19 years of age.
- Each guest must be registered with the supervising sponsor of the dance or event before the activity. The registration information includes the name, age, home address, and working telephone number of the guest. Once a guest is registered no substitution will be accepted.
- The guest must have a school ID or Texas ID in order to participate.
- The supervising sponsor or administrator has the right to deny entrance to any guest or student attending the school-sponsored activity.
- Any student who leaves campus during the school-sponsored activity will not be allowed to return to the campus.
- Eastwood Academy students and their guests will be asked to leave the school sponsored activity if they violate any school rules or conduct themselves in an inappropriate manner. Parents will be contacted and disciplinary actions will be taken. Money will also not be refunded.

Class Sponsors

9 TH GRADE	Francisco Duron, Alonzo Karahamuheto
10 th GRADE	Rhett Martinez, LeVar Lewis, AngElise Jacquet
11 th GRADE	David McMurchy, William Solomon
12 th GRADE	Zazalleesha Swanson, Tim Warden, Dixie Morales

Counseling

Eastwood has a full-time counselor on staff to meet the needs of each student individually. Ms. Ritchie is available throughout the day for a variety of needs such as social or emotional issues and scheduling. Because Eastwood has just one counselor on hand, however, it is imperative that appointments be made to meet with Ms. Ritchie for any scheduling concerns.

Students may request an appointment to speak with the counselor by printing the Counselor Request Form from Naviance or picking one up from the file outside of her door. The form should be turned into the locked box located outside of the counseling office located in room 111.

Transcript Requests

Universities, scholarship programs and many Fantastic Learning Opportunities (FLOs) require students to submit an official transcript. Transcripts must be requested from Ms. D. Morales in a timely manner. Waiting until the day before something is due is not advised since the registrar has requests often and also serves a number of roles on the campus that may prevent her from processing requests within the same day of submission.

Transcript Request Forms are located on Naviance, on the HUB and in person outside Ms. D Morales' office.

Media Release

A signed consent form or parental permission form must be on file in the office prior to any filming, video taping, or photographing a student on campus or in any school sponsored event.

Field Trips

Field trips and college tours are a privilege for Eastwood Academy students. However, no student may leave campus for any reason without prior approval in **writing on a permission slip** from the student's parent or guardian. The student must return the permission slip signed by the parent/guardian and issued by the sponsoring teacher.

Expectations

1. Parent/guardian approval by signatures on permission slips is required for all field trips.
2. Students who are 18 years or older may sign their own permission slips for out of school trips.
3. Permission slips must be turned in by the deadline listed on the permission slip.
4. Students are expected to follow all school rules and the instructions of the sponsor.
5. Students are expected to be respectful and courteous at all times.
6. There may be certain field trips when a specified dress code is required. Students must comply with the dress code.
7. If a student will not attend a field trip for which he is eligible, he must notify the sponsor as soon as possible that he will not attend the field trip. The student will be expected to attend school and complete assignments instead.
8. Any student on disciplinary probation or failing any class may not be allowed to participate in any field trips.
9. Students who are participating in field trips must be marked present by their classroom teachers. It is the responsibility of the sponsoring teacher to e-mail a list of students on the field trip to the Chancery clerk for distribution to all teachers on campus at least one week in advance of the trip.

Building Maintenance and Care

Each student is responsible for seeing that the campus, the school buildings, and property is properly cared for and maintained. Each student is responsible for disposing of trash and other items in the proper manner. We encourage our students to recycle while maintaining a positive and clean learning environment. Failure to pick up after oneself will result in a detention. **FOOD AND DRINKS ARE NOT ALLOWED IN THE HALLWAYS OR LECTURE ROOM OF THE NEW WING.**

Medications

If a student needs to take any medication at school, a signed note from a parent/guardian providing dose, time, and reason for taking the medication, along with a written order from the doctor prescribing the medicine must be brought to the office. All medications, including over the counter drugs, will be kept in the office. Controlled medications must be in the original container with the name of the patient, the prescribing physician, and the pharmacy name. They must be left with the office personnel. Students cannot have medications such as aspirin, etc. in their possession and may not share them with other students.

Emergency Care & Illness

If a student is ill or injured, the parent/guardian will be contacted and 911 will be called, if necessary.

Medical Condition

If a student has a chronic medical condition that can impact participation in school activities, it is the responsibility of the parent/guardian of the student to notify the school administration and/or the sponsor of the activity.

If a student has a medical condition that requires medication or immediate emergency measures as instructed by a physician, please inform the principal of the following:

1. Written explanation of medical condition with emergency care instructions, preferably from the attending physician
 2. List of all medications used by the student
 3. Allergies
 4. Emergency contacts and phone numbers
 5. Name of hospital and doctor to contact in event of an emergency.
- Announcements

All announcements must be written on announcement forms that are located in the office and signed by the sponsor or teacher. The form must then be approved by Ms. Fendley. In order to focus on student learning, announcements will be made only once a day at the designated time.

Power Up Laptops

Every student will receive a personal laptop computer for his/her use throughout the school year. In order to receive this district laptop, students must complete the following:

- Pay a non-refundable \$25 fee.
- Complete the district-mandated digital citizenship and responsible use training.
- Submit a Parent and Student Agreement Form.

Students are responsible for bringing their laptops to school every day and having at least at 90% charge on the battery. Because the laptops belong to the district, all files must be saved on the Cloud or some other web-based platform. When the machines are collected at the end of the year or for the purposes of repair, the laptops will be completely reimaged and all saved information will be lost. Laptops will be collected at the end of the school year and redistributed at the beginning of the following year.

Textbooks

Every student is responsible for each textbook that he has been issued.

If the books are lost or stolen, the student is responsible for payment. Damaging school textbooks will result in a fine. Fines must be paid to the bookkeeper by cash, check or money order.

School Property

All students are expected to respect the property of Eastwood Academy. Any student who damages or loses school property including library books and materials will be expected to pay for the damage or loss. All students will lose their privileges (field trips, dances, etc.) until the fines have been paid.

Identification Badges

To improve the safety and security of all students, faculty, and staff, a security badge system has been implemented Eastwood Academy. **All students** are required to wear the badge. Since everyone is required to wear a badge, school personnel will be able to ensure a safe environment by recognizing and taking immediate action on anyone who is not identified as being associated with the school. The identification badge will be used for the cafeteria, library, and other security identification purposes.

The following guidelines have been implemented to ensure the success of the Eastwood Academy ID Badge program.

1. All students are required to wear an Eastwood Academy ID badge at all times during the school day, and after school while on campus property.
2. The ID badge must be worn on a lanyard around the students' necks at all times while on campus. (PE and sports team practice are the only exceptions.)
3. A student must present the badge for identification upon request by any school district employee.
4. The badge will be required for all library transactions, including computer usage.
5. The badge will be used to purchase school breakfast and lunches.
6. Students are expected to maintain the student ID badge all year. An initial ID badge will be issued free to students at the beginning of school.
7. Lost or defaced badges must be replaced at the cost of \$5 (cash or money order) per badge.
8. A temporary ID badge may be issued for one day's use only if the student forgets his or her badge. The cost of a temporary badge is \$1.
9. Lost or broken neck straps will be replaced for \$1.
10. ID badges must be worn appropriately with name and picture visible.
11. The loss of multiple badges or defacing a badge may result in disciplinary action (ex: scratching picture, chewing, stickers, marking, etc.). *Badge must remain clean.*
12. Failure to comply with regulations may result in disciplinary action.

Hall Passes

It is the student's responsibility to acquire a permit from the teacher to leave class. The student should be prepared to present it upon request by school personnel. Students are discouraged from leaving class unless it is absolutely necessary. A permit must have the student's name, time of departure, designated place, and the teacher's signature. Only one student will be permitted to leave the room with a hall pass at any given time. That student must return before another may leave. This does not include permits from the office. Teachers may permit more than one student to go to the library with a library permit. Hall passes should not be used during the first 15 minutes of a class period unless it is an emergency.

Internet Use

- Student must have "Media Acceptable Use Policy" form on file before gaining access to the Internet.
- Students must have a Parent and Student Agreement Form on file before a laptop will be issued.
- Any Internet use must be in full compliance with HISD's and Eastwood Academy's acceptable use policies. Failure to comply with these policies will result in disciplinary action.

Library Media Center

- Student I.D. cards are required for check-out.
- Books are checked out for 2 weeks and may be renewed for 2 weeks.
- Lending of I.D. cards for book check-out is forbidden.
- Each student is responsible for ALL items checked out on his/her card.
- Book fines – 10 cents/day
- Lost or damaged books: Students will replace lost or damaged books by paying the current replacement cost.
- Students must maintain good behavior, which supports an atmosphere conducive to quiet learning activities in the LMC.
- Students must respect each other, the furnishings, books, computers, and other materials in the library.
- The LMC computers may be used only for educational purposes and to complete educational assignments. Students are encouraged to use the HISD-provided on-line databases to help locate information and resources for research projects.
- Students are encouraged to use the LMC to read books for pleasure and for knowledge.

Communications

Eastwood Academy recognizes that effective communication between the school and the home is essential for successful operation of educational programs for students. The school further recognizes that the delivery of information to the home is a responsibility shared by school personnel and students. Therefore, students are expected to deliver written notes, messages, progress reports, report cards, and other documents intended for communication between the school and parents/guardians. School personnel will make every effort to contact the parents/guardians if the educational welfare of the student is jeopardized. However, school personnel will not be held responsible for consequences that develop from the student's refusal to deliver messages from school to home.

The following digital platforms are in use for parents and students to easily access information regarding daily operations of the school:

- Facebook: www.facebook.com/EastwoodAcademyHighSchool
- Twitter: @EastwoodBoxers
- YouTube Channel: www.youtube.com/HISDEastwoodAcademy
- School Email Address (read by administration daily): eastwoodacademyhighschool@gmail.com

Selling Items at School

The conducting of private business or selling unauthorized items on campus is forbidden. Items will be confiscated and disciplinary actions will be taken. School clubs and organizations may sell items during lunch and before and after school only after they have received approval from the administrator.

Transportation

Driving to school and parking on campus is a student privilege at Eastwood Academy. All students who plan to drive and park at Eastwood Academy must provide a copy of their license and proof of insurance to keep on file

with the school officer. Students will not be allowed to drive and park at school if they have the following violations:

- Failure to register with the school officer
- Speeding on campus
- Playing loud music on car radios after arriving at the campus after the first warning
- Leaving campus during the school day without permission from an administrator

Community Service

Students

Community service is a requirement for all students. All students are required to earn 20 hours per year in community service as outlined in the student contract. No more than 10 hours can be earned on campus. It is recommended that students do additional hours of community service to be competitive during the college application period.

Community service forms are available in the office. The forms must be completed and signed by the person supervising the student. The forms must be turned in at the end of the month in which the service is performed. For example, hours for service performed in February will not be credited in May.

Parents

Parents must complete a minimum of 10 service hours per year as outlined in the student contract. Please call the office if you have any questions regarding community service hours.

Volunteers

Volunteers are an integral part of our school. We invite all parents to register as a volunteer. HISD has the Volunteers in Public Schools (VIPS) Program to help facilitate volunteer recruitment. Eastwood Academy has many events and activities that take place throughout the year. Volunteers are always welcome to come and help. Community service hours may be given for some school activities. Some example events are listed below.

- School dances
- Field trips, local and out of town
- Decorating Committee for school events
- School-wide projects

To register as a VIPS, the following requirements are necessary:

- Complete and clear an HISD Criminal Background check.
- Provide photo identification. Only certain types can be accepted. Please check with the front office for clarification.
- The office will notify you when you have been approved. All HISD Criminal Background check information will be kept confidential.

Safety is the top priority at HISD, and there will be no exceptions to the requirements of the VIPS Program. Only adults who have been approved through HISD VIPS can participate in student activities.