

Eastwood Academy High School



Student and Parent Handbook

2025-2026

Eastwood Academy High School

1315 Dumble Street

Houston, Texas 77023

713-924-1697

www.eastwoodacademy.org

Principal Natasha Cruz-Jefferson



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.

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HISD Mission

The Board of Education's mission is to equitably educate the whole child so that every student graduates with the tools to reach their full potential.

HISD Vision

Every child shall have equitable opportunities and equal access to an effective and personalized education in a nurturing and safe environment. Our students will graduate as critical thinkers and problem solvers; they will know and understand how to be successful in a global society.



Eastwood Academy High School ***Est. 1999***

Vision

Our vision is for all Eastwood Academy students to be equipped with the knowledge, critical thinking, and problem-solving skills to be prepared and succeed in their post-secondary career.

Mission

At Eastwood Academy, we commit to:

- *Provide experiences and opportunities that empower students to discover and engage their passions.*
- *Exposing students to the content and context needed to become discerning consumers and creators of information.*
- *Nurture a safe and inviting educational community that embraces diversity and freedom of thought.*

Core Values

- Practice perseverance
- Exhibit integrity
- Take care of yourself and others

School Mascot

- Boxer (dog)

School Colors

- Royal Blue & Grey

EASTWOOD ACADEMY 2025-2026 ADMINISTRATION & STAFF

Eastwood Academy Administration

Natasha Cruz-Jefferson	Principal
Jennifer Harwell	Assistant Principal to students with last names A-L
Matthew Higgins	Assistant Principal to students with last names M-Z

Office Staff

Brenda Morales	Administrative Assistant
Jocelyn Bonilla	Student Information Representative/Attendance Clerk
Angela Steingruber	Front Desk Receptionist

School & Student Services

Yulber Beronque	Registrar
Bernadette Campos	School Nurse
Isamar Ramirez	Counselor
Ericka Manning	School Resource Officer
Millie Perez	Special Education Department Chair

English Language Arts Department

Molly White	Pre-AP English I, Creative Writing, Yearbook
Cecilia Michel	Pre-AP English II, One Goal 11, One Goal 12
Dr. Liana Silva	English 3, AP English Language, Dual Credit English 1301/1302
Malcolm Robins	English 4, AP English Literature, Reading I/II

Math Department

Justin Martin	Pre-AP Algebra I, Strategic Learning in Math, Pre-AP Geometry
Alberto Halos	Pre-AP Geometry, Algebra 2, AP Precalculus
Marlyn Eloja	Pre-AP Alg. 2, AP Calculus AB, AP Statistics
Yulber Beronque	Dual Credit College Algebra, Algebraic Reasoning

Science Department

Nicole DiLuglio	Pre-AP Biology, AP Biology
Joanne Abramson	Pre-AP Chemistry, Anatomy and Physiology
Joon Lee	Physics, AP Physics I & II

Social Studies Department

Ryan Monceaux	AP Gov & Eco, Gov & Eco, World Geography Pre-AP
Laura Baumgart	AP World History, World Geography Pre-AP, Philosophy/Reel History
Bryan Randall	AP US History, US History, AP Afr. Am. Studies

Career & Technology Education (CTE) Department

Antonio Mechler	Engineering: Design & Presentation, Design & Problem Solving, Robotics Engineering: Principles of Applied Eng., Manufacturing Eng. Tech., Robotics
Daracristhin P Romero	Programming & Software Development: Fundamentals of Comp. Sci., Mobile App Development, Independent Studies in Tech Apps
Brian Richardson	Programming & Software Development: Game Prog. & Design, Fundamentals of Compu, Tech. App.
Gene Platt	

Custodial Staff

Karem SandovalOchoa	Plant Operator
Rosa Ruiz	Custodian
Vacant	Custodian

ACADEMICS

Eastwood Expectations

Students at Eastwood agree to the following rules and expectations. Failure to meet the school expectations may result in the student's placement on a Growth Plan and possibly the non-renewal of the student's enrollment for the next school year at Eastwood Academy High School. Enrollment at Eastwood each year indicates agreement to the following:

1. I will complete all assigned class work and homework and turn it in when it is due.
2. I will come prepared for class with all necessary materials.
3. I will attend tutorials, if required by my teacher(s), to ensure my academic success.
4. I will pass all my classes each six weeks and ask for help if I need it.
5. I will attend school every day and arrive on time. My parents/guardians are also responsible for supporting school attendance and punctuality.
6. I will always be on my best behavior because it may hinder my learning as well as that of my peers.
7. I will follow all school rules outlined in the Student Handbook as well as those outlined in the HISD Code of Student Conduct.
8. I will respect all school property as well as that of my teachers and peers.
9. I will refrain from using any electronic devices including cell phones and headphones during instructional hours. If I am caught with any of these devices, I **must** relinquish the device to my teacher or administrator and my parent will need to pick it up at the front office.
10. I will always follow the school's dress code.
11. I will commit myself to support the goals and vision of Eastwood and the Houston Independent School District.
- 12. I will participate in a minimum of 20 hours of community service per year for a total of 80 hours by the time I graduate.**
13. 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.
14. I will show my parents/guardians all progress reports and report cards.
15. I will participate in the new student orientation program (Boxer Camp).

Academic and Behavioral Notices – Growth Plan

It is Eastwood Academy's goal to provide all students with the support, interventions, and/or enrichment needed to be successful. When it becomes apparent that a student requires more support than is provided generally to all students, the teacher or grade level team will initiate the Intervention Assistance Team (IAT) process of the school district. When interventions are not yielding academic/behavioral improvement on the part of the student (after one grading cycle), the grade level team will initiate the growth plan process below.

If students are placed 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 the spring to the student's home stating they are under review for transfer to their zoned "home" school. A second notice will then be sent out by HISD Office of School Choice with the final decision to either renew or non-renew.

It is critical that families work with the campus staff to ensure all attempts at intervention, remediation, or other recommendations for the student's success are honored. 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:

Step 1:	Step 2:	Step:3	Step 4:	Step 5:
Document behavior and /or academic issues in RTI. Call placed to parent/guardian to share concerns and speak to the student. Document both of these actions and share with grade level team.	Share concerns with grade level team. If team is having same or similar issues that have been documented, schedule a grade level parent/guardian conference and document what is discussed and action steps taken. Share this with the AP via email.	After having the grade level parent/guardian conference, if no changes are noticed within one report card cycle, notify the AP via email. Include concerns voiced by all grade level members. The AP will call the parent/guardian and schedule a growth plan meeting with the AP, student, and parent/guardian.	Growth plan meeting is held, and plan is agreed upon. Grade level needs to continue to document all efforts on their and the student's behalf until the end of March.	Grade Level has a meeting at the end of March to review whether student's transfer is renewed or not.

STAAR Exams

STAAR exams are administered every year to students enrolled in STAAR tested courses. Students must meet the minimum score requirements of the Texas Education Agency to satisfy graduation requirements for all STAAR exams.

Grade 9	Grade 10	Grade 11
English I Biology Algebra I	English II	U.S. History

Summer School

Students who do not meet the passing standards for the state assessments (STAAR) will be required to attend summer school for enrichment and retake the tests. Summer school will also be required for students who do not pass their core classes.

SAT

It is recommended that students take the SAT once during the spring of their junior year. If you are satisfied with these initial scores, you need not test again. If you would like to improve your score, there will be another opportunity to test during the fall of your senior year.

Houston ISD also participates in the School-Day SAT program in conjunction with the College Board 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.

PSAT

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

AP Testing

All of the students enrolled in AP classes are **required** to take the associated AP exams. AP exams are paid for by the school, however, if a student fails to take the AP exam, they are responsible to pay the \$40 no-show fee.

Students with scores of 3 or better on these exams may receive college credit in addition to high school credit.

Pre-AP and AP Courses

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 are expected to take at least one AP course during their time at Eastwood.** If the student is G/T, they are required to be in a minimum of 2 Pre-AP, AP, or Dual /credit classes.

- Students and parent/guardian must sign an AP contract at the beginning of the semester to continue being enrolled in the AP class.
- All students enrolled in an AP class must take the associated AP exams.
- If a student drops out of course after the first semester, they will **NOT** receive an extra grade point for the first semester.

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.

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

Edgenuity

To best meet the needs of its students, HISD and Eastwood Academy use the Edgenuity Learning on-line curriculum to allow students to recover credit. The Edgenuity system is also used to provide accelerated remediation for the STAAR tests. Students may also use Edgenuity to complete their language requirements for graduation.

Course Load Limitations

The courses at Eastwood are rigorous and challenging. For this reason, the maximum course load is eight classes per semester. The only exception is for students taking Edgenuity courses for credit recovery.

CTE Specialty Courses

Eastwood Academy offers two career pathways of study: Programing and Software Development and Engineering. All enrolled students will make a pathway choice upon enrollment. This choice is verified by the student and parents/guardians before the 15th day of the school year. Because the master schedule of courses is created based on student course and pathway selection and because

it will oftentimes put the student at a graduation disadvantage, Eastwood strictly limits the ability to change the career pathway after the selection is verified by the student.

NO Pathway changes will be allowed after the 15th day of the school year.

GRADES

Progress Reports and Report Cards

Communication with parents/guardians concerning their student'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-week grading period in order to inform the parents/guardians of their students' ongoing progress in each class. Parents/guardians are invited to use the HISD Connect website and phone application to check on their students' grades, progress reports, and report cards. Parents/guardians 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 meeting Eastwood Academy expectations will be placed on a growth plan. Failure to comply with the growth plan may result in denial of re-enrollment for the following school year.

UIL Eligibility

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 (INC) 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 their incomplete grade. This applies to both cycle grades and final exams.

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

COMMUNICATION

Eastwood Academy recognizes that 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.

All parent/guardian communication will be made via official school social media, as well as, through the school messenger system. We encourage all students and parents/guardians to follow our social media platforms at:

- Facebook: www.facebook.com/EastwoodAcademyHighSchool
- Instagram: @eahsboxers
- Twitter: @EastwoodBoxers

Daily announcements

It is expected that students listen to the daily announcements. Announcements will be read via the school-wide PA during first period each day.

Boxer Bulletins

The Boxer Bulletin is a weekly publication which includes upcoming events, updates on school happenings, and any other relevant information parents/guardians and students would need to stay informed about school and community events including college and scholarship opportunities.

The Boxer Bulletin will be shared out via SchoolMessenger, so it is important that parents ensure they have updated their contact information with the school's SIR.

Media release

A signed consent form or parental/guardian permission form must be on file in the office prior to posting or sharing any film or photo of a student on campus or in any school sponsored event. Photos/films may be posted or shared of students without a consent form as long as the student's face is not visible, and the student is not named.

We highly recommend parents/guardians opt-in to the media release consent because we often share positive news about students including college acceptances, scholarship awards, and great things that happen in our classrooms.

CODE OF STUDENT CONDUCT

All students are responsible for reading the [HISD Code of Student Conduct](#) and must comply with all policies and procedures as outlined within. Parents/guardians and students may download the [HISD Code of Student Conduct](#) or request a hard copy from the school. This book details the expectations for student behavior and the consequences for misbehavior. When you have discussed this with your student, you and your student must sign the ***acknowledgement form*** sent home and return it to school.

The administrative staff is charged with maintaining adequate discipline of students in the individual classrooms with assistance from the principal or their designee as needed. Parents/guardians will be advised promptly if the student displays persistent violations. 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, dances including prom, and any other school/student-sponsored events. Students will be dealt with reasonably, fairly, and with patience, but persistent misconduct will not be tolerated. Students are expected to comply with the [HISD Code of Student Conduct](#) while on and off campus.

Student Expectations

See [Eastwood Expectations](#)

Growth Plans

See [Academic and Behavioral Notices – Growth Plan](#)

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 every student should be responsible for his/her own work and must maintain personal accountability. Participating in plagiarism and/or cheating will result in a zero for the assignment and consequences in accordance with the [HISD Code of Student Conduct](#). If a teacher suspects that a student may have plagiarized and/or cheated on an assignment, the teacher may ask the student to redo the assignment at their discretion.

Proper Use of AI (from HISD AI Guidebook)

Students above the age of 14 should confine their use of generative AI strictly to approved educational purposes when using school-issued devices and networks. Improper use of generative AI on school grounds may result in loss of access to the technology.

Houston ISD reserves the right to monitor student use of generative AI on its devices and networks. Violations of district use guidelines, as outlined below, may result in disciplinary action.

Transparency	Students must always ensure that they have permission to use generative AI in their coursework and must disclose its use with proper attribution. Some examples of AI use that must be disclosed are: ● Paraphrasing or quoting AI-generated text ● Incorporating AI-generated images or other media ● Indirect support such as brainstorming, research, and proofreading/editing
Originality	Students should use AI to enhance, not replace, their creativity, beginning with their own ideas before turning to AI for support. Students should maintain awareness of plagiarism and academic integrity when using AI-generated content. It is acceptable to use writing tools such as Grammarly to check for accidental plagiarism, but not to rely on these tools to 'fix' plagiarized content. Students should always differentiate between their own creative contributions and the AI-generated content, and credit the AI tool where necessary to uphold academic integrity standards
Safety & Responsible Use	Students must use generative AI tools in a safe, responsible manner that protects the privacy and well-being of themselves and others. Under no circumstances should students input personally identifiable information (PII) about themselves, classmates, teachers, or any other individuals into an AI system. This includes (but is not limited to): ● Full names ● Addresses ● Phone numbers ● ID numbers Additionally, students should never prompt an AI assistant to generate any hateful, explicit, illegal, or inappropriate content

	related to violence, pornography, substance abuse, hate speech, or other disturbing subject matter. Generative AI should only be used for lawful, ethical purposes that align with the HISD Student Code of Conduct. If students ever encounter concerning outputs from an AI system, they should immediately stop interacting with it and report the issue to a teacher or administrator.
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Consequences for Improper Use of AI will follow HISD Student Code of Conduct. Any student who submits assignments produced by Generative AI as their own without proper disclosure or citation will be subject to disciplinary action in line with Eastwood's [Plagiarism/Cheating policy](#).

Detention

A student may be assigned to a lunch or after school detention based on academic or discipline infractions.

While in detention the student is expected to:

1. Arrive on time.
2. Remain silent unless given permission to converse with others.
3. Remain awake without the head rested on the desk.
4. Bring all materials including notebooks, pens, pencils, and assignments needed.
5. Not use any electronic devices including headphones and earbuds.
6. Read a book/magazine or complete assignments.

Rescheduling/Making up Detention

If a student is unable to attend detention assigned by administration, they are responsible for making the arrangements with their assigned administrator. Failure to make alternative arrangements **before** the day of the required detention will result in further disciplinary action.

Off Campus Period

Upperclassmen students in the 12th grade might be scheduled an off-campus period. Off Campus will only be scheduled to students in good academic and behavioral standing and only when all graduation requirements are met. When a student is scheduled for the off-campus period, they **must** leave the campus entirely. Upon leaving the campus students must sign out with the main office. Failure to follow these expectations may result in the removal of the student's off campus period and the student will be scheduled into an elective or office worker course.

Bullying

Bullying and cyberbullying are very serious offenses, and HISD acts 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 [HISD Code of Student Conduct](#) for more information.

To effectively address bullying, students and parents/guardians can report incidents of bullying or cyberbullying to a teacher or an administrator. Additionally, HISD has a 24-hour hotline available to parents/guardians and students who want to report incidents of bullying or cyberbullying. The phone number is 713-641-7446.

Selling Unauthorized Items at School

Selling, trading or fundraising initiated by individual students is prohibited. Consequences will align with the [HISD Code of Student Conduct](#).

Dress Code

Eastwood Dress Code	
Allowable	Not Allowable
Jeans	
-Ripped Jeans only knee area and below -Jeggings (jean leggings).	-Ripped jeans above the knee. -Jeans that are ill-fitting • Underwear showing • Shorter than 4 fingers above the knee
Bottoms	
-Shorts, skirts, dresses -Sweatpants	-Bottoms that are ill-fitting • Underwear showing • Shorter than 4 fingers above the knee -Leggings -Pajama bottoms
Tops	
-All tops must have at least 2-inch sleeves. -All tops must cover the entire abdomen	-Tops with inappropriate logo/graphics- including but not limited to vulgar language, drugs, sex, alcohol, weapons -Spaghetti straps -See through shirts -Ripped/holes in shirts -Crop tops -Visible undergarments
Shoes	
-Shoes or footwear with backing -Crocs with back strap (sports mode)	-Flip-flops -Slippers -Slides
Other	
-Facial/Ear Jewelry	-Jewelry with inappropriate logo/graphics- including but not limited to vulgar language, drugs, sex, alcohol, weapons
-Hoodies can only be worn with the hood off	-Hoodies with the hood on
-Hats -Religious headwear	-Hats with inappropriate logo/graphics- including but not limited to vulgar language, drugs, sex, alcohol, weapons

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/guardians will be contacted.

ATTENDANCE POLICY

We understand situations arise which will require a student's absence from school. We strongly encourage parents/guardians to be mindful of the difference between unexcused and excused

absences and the limitations to both. In high school, there are very strict requirements for seat time and excessive absences of any kind could lead to the loss of credits needed to graduate.

In high school, attendance is taken at each class period not just for attendance purposes but for credit awarding as well. Students must be present for at least 30 minutes of a 45-minute class or 60 minutes of a 90-minute class to be considered present for the class. Additionally, the campus takes official ADA attendance at 10:30 a.m. each school day regardless of the day's schedule. When a student is marked absent for the ADA period, they are considered absent for the school day for federal and state reporting purposes.

Excused Absences

All students will have the opportunity to make up work when absent. A student will have no more than one week to make up the work unless the student receives special permission from the teacher. It is the responsibility of the student to find out what assignments were missed.

When a student is absent from school, they must submit to the attendance office a written parent/guardian or doctor's note within five (5) days from 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 is required for an absence of five or more days.

The following are examples of reasonable excused absences:

- Personal illness
- Death in the family
- Medical/dental appointments
- Certain weather conditions that make travel hazardous
- College visits during the junior and senior year (no more than two per school year)
- Absences related to the legal system
- Religious holidays
- Suspension

Unexcused Absences

Unless pre-coded, all student absences default as unexcused absences. If a student is absent from school and does not submit an approved note within the five-day window, the absence will remain unexcused. Additionally, the absence will remain unexcused if: the note submitted is not approved by the attendance committee or the limit of permissible excused absences has been reached.

We ask that parents/guardians help us to avoid absences for non-essential events. The following events will **not** be approved to excuse absences:

- Hair, nail, massage, etc. appointments
- Party preparations
- Taking a family member to an appointment
- Waking up late for school
- Family vacation
- Any other non-essential activity or non-emergency

Absences for Extracurricular Activities

Absences for extracurricular activities do not count as absences as they apply to the HISD attendance policy unless a student accumulates **more than five for one semester in a particular**

class or subject. If a student accumulates more than five absences for extracurricular activities for one semester in one class or subject, each absence over five becomes an unexcused absence, and these unexcused absences apply to the HISD attendance policy.

Excessive Absences – Loss of Credit

The Texas Education Code (25.092) sets a minimum attendance requirement of 90 percent of class meetings for the award of course credit regardless of whether the student's absences are excused or unexcused. Additionally, HISD policy states students with five or more unexcused absences in any credit course will have their credit withheld and an asterisk (*) will appear on their report card.

The campus attendance committee will track the absences of students on a weekly basis. Once a student accumulates more than three (3) excused or unexcused absences, the student management system will automatically revoke credit and the grade earned will display as "NG" (no grade) on the report card regardless of the grade earned. All NG's earned during the school year must be cleared by the last day of summer school of the same year. Students who do not clear NG's by the last day of summer school of the year credit was revoked will be required to retake the original credit version of the course.

Students with excessive excused and unexcused absences (more than three) are subject to placement on an attendance contract by the appropriate administrator, which could lead to the non-renewal of the student's transfer to Eastwood for the following school year.

Appealing Loss of Credit (NG)

A school may not adjust the excessive absence limit used to deny credit. 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 the school registrar will remove the NG, allowing the credit to be awarded to the student. The following options may be considered when assigning students their NG removal requirements. Only school personnel may decide which option is assigned to which students.

- Edgenuity course work online
- In-person instructional hours
- Other expectations assigned by the Principal

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. The office verifies the validity of the check-out (parent/guardian signature, notification, etc.). To avoid loss of instructional time, Eastwood prohibits students from being checked out of school before 10:30 a.m. or after 3:00 p.m. unless there is an emergency. Any person requesting to check-out a student must be identified on the enrollment card as an adult responsible for the student.

Excessive early departures will result in a loss of credit if the amount of absences to any particular class exceeds the limits mentioned in the attendance policy above.

TARDY POLICY

First Period Tardies

- Student will sign in with the front office and receive a tardy pass every time they arrive late to first period.
- The main office will record and keep track of all first period tardy arrivals.
- Students will not be allowed to enter first period without a tardy pass from the main office.
- The following are the disciplinary steps for students who are tardy.
1st Tardy: Documented warning by main office staff

2nd Tardy: Parent/guardian contact by main office staff
3rd Tardy: Referral to administrator for detention
4th Tardy: Administrative parent/guardian conference

Tardies to All Other Periods

Each time a student arrives late to class, the teacher will document the tardy and the following steps will be taken:

- 1st & 2nd Tardy: Documented warning by teacher
- 3rd Tardy: Student lunch detention
- 4th Tardy: Administrative parent/guardian conference and/or additional consequences

HALL PASSES

Students must obtain a signed permit from a teacher or hall pass. No students are allowed in the hallways without proof of teacher permission. Students in hallways without permits or passes are subject to disciplinary action.

No students will be allowed out of class for the first 15 minutes and the last 15 minutes of each period.

ACTIVITIES

All activities must be led and supervised by a sponsor. All activities must be submitted on behalf of the class or club sponsor for administrative approval two weeks before the event can be held. Only current Eastwood students and parents/guardians, and their authorized guests are allowed to attend activities.

General guidelines:

- 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 20 years of age.
- Each guest must be registered with the administration at least two days before the scheduled activity. The registration information is submitted to the administrator.
- The guest must have a photo school ID or Texas ID 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 not be refunded.

FUNDRAISING

Event/fundraising request forms can be obtained from the administration. Event/fundraising forms should be submitted to the front office at **least two weeks prior to the event date**.

All money should be collected by a supervising adult (sponsor, parent/guardian, or other school personnel). **Under no circumstances may a student be responsible for funds collected by the club or class.**

WITHDRAWAL FROM ENROLLMENT

A student can be withdrawn from Eastwood Academy by either parent/guardian if no court action prohibiting such 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/district materials returned in good condition.

The family should keep in mind that withdrawing from Eastwood Academy is permanent removal from enrollment. Should the student change their mind or wish to return, the student must go through the application process all over again. Additionally, the District only allows one transfer per school year, the student will not be allowed to re-enter the system within the same school year.

COUNSELING

Social Emotional Learning (SEL)

Eastwood has a full-time counselor on staff to meet the needs of each student individually. They are available throughout the day for a variety of needs such as social or emotional issues and college/career counseling. Appointments can be requested through the school counselor.

College and Career Advising

Eastwood has a full-time college and career advisor on staff to meet the needs of each student individually. They are available throughout the day to support students with college and career advice; such as filling out FAFSA, college applications, college entrance requirements and other information related to colleges and careers. Appointments regarding college and career advising can be made through the college and career advisor.

HEALTH & WELLNESS

Any medical conditions, allergy concerns, or medication requirements must be relayed to the campus nurse prior to the first day of school. In the event of a medical emergency, 911 services will be called, and the parent/guardian will be contacted.

Medications

If a student needs to take any medication while at school, a signed note from a parent/guardian providing dosage, time, and reason for taking the medication, along with a written order from the doctor prescribing the medicine must be brought to the school nurse. All medications, including over the counter drugs, will be kept with the school nurse. 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 school nurse and appropriate paperwork submitted. **Students cannot have medications such as aspirin, Tylenol, etc. in their possession and are strictly prohibited from sharing them with other students.**

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 nurse and administration of the following:

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

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/guardian. The student must return the permission slip signed by the parent/guardian and issued by the sponsoring teacher.

Field Trip 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 always expected to be respectful and courteous.
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 they are eligible, they must notify the sponsor as soon as possible that they will not attend the field trip. The student will be expected to attend school instead.
8. Any student on a growth plan or failing any class may not be allowed to participate in the field trip unless the trip is directly part of the course curriculum.
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 data entry clerk for distribution to all teachers on campus *at least one week* in advance of the trip.

SCHOOL PROPERTY

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

Building Maintenance and Care

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 disciplinary action. Food and drinks are strictly forbidden in the gymnasium, lecture hall, learning commons, and 2nd floor.

POWER UP LAPTOPS

Every student will receive a personal laptop computer for his/her use throughout the school year. A business class HP laptop will be loaned to the student named below under the following conditions:

1. This student laptop loan agreement, which is signed by the parent/guardian, student, and staff member of the school, will be kept on file at the school.
2. Use of this equipment for any purpose other than educational use may result in loss of privileges.

3. The district does not permit unethical use of the Internet, email, or any other media. Violation of this policy may result in the loss of laptop loan privileges and disciplinary action by the school.
4. The configuration of the hardware equipment and all accompanying software may not be altered, nor can software be copied to or from the computer or installed on the computer under any circumstances.
5. Parents/guardians are required to pay a non-refundable security deposit of \$25. The payment must be made online prior to the student receiving the laptop.
6. Parent/guardians accept financial responsibility for costs related to damage due to purposeful action or gross negligence. The district will proceed with legal action, should financial obligation be ignored.
7. The district will provide a padded laptop bag, which fits inside any backpack.
8. The student assumes personal responsibility for the laptop. If left unattended for any reason under any circumstances, and collected by school personnel, the student is responsible for payment of a \$5 fee.
9. The laptop, which is the property of Houston ISD, must be returned prior to the end of each school year, or in the event of school change or early withdrawal.
10. The district has provided students with a “Digital Citizenship Orientation” and information for parents/guardians, via Open House events and handouts, including information about how to care for the device and how to make responsible use of technology. All students are responsible for reading and signing the Acceptable Use Policy for Electronic Services for Students and Responsible Digital Citizenship Policy Agreement.

Students are responsible for bringing their laptops to school every day with a fully charged battery and ready to use. 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 re-imaged 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. Students who have issues with the laptop should see the Power-Up Customer Service Representative on campus.

TEXTBOOKS/CLASSROOM NOVELS

The majority of textbooks are now online and accessible using the digital resources loaded on the district-issued laptop. Curriculum materials are also available online using Canvas, the district learning management system. When a student is issued a textbook or classroom novel, the student is required to return the book at the end of the school year or the end of the grading cycle (whichever is outlined by the teacher). Failure to return school property will result in fines and the holding of diplomas.

IDENTIFICATION BADGES

To improve the safety and security of all students, faculty, and staff, a security badge system has been implemented at Eastwood Academy. **All students** are required to wear the badge with a lanyard or other clip-on device that is visible to staff at all times.

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

1. A student must present the badge for identification upon request by any school district employee.
2. The badge will be required for all library transactions, including computer usage.
3. The badge will be used in transactions for school breakfast, lunch, and dinner.
4. 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.

5. Lost or defaced badges must be replaced at the cost of \$5 (cash or School Pay) per badge.
6. A temporary ID badge may be issued for one day's use only if the student forgets his or her badge for a \$1 fee not to exceed four incidents. At the 5th incident, the student is required to purchase a new ID.
7. Lanyards can be of the student's own choosing but must not contain offensive or inappropriate visuals and/or wording.
8. Failure to comply with regulations may result in disciplinary action.

LIBRARY

- Student I.D. cards are required to check out books.
- Books are checked out for two weeks at a time for a total time not to exceed four weeks.
- Lending of I.D. cards for book check-out is forbidden.
- Each student is responsible for ALL items checked out on their ID card.
- Book fines – 10 cents/day for every day not turned in after the due date.
- Lost or damaged books: Students will replace lost or damaged books by paying the current replacement cost.
- Students must respect each other, the furnishings, books, computers, and other materials in the library.

FOOD DELIVERY

The following parameters have been put into place to ensure structured organization of front desk operations and the preservation of instructional time. The following applies to food delivery services and food delivered by parents/guardians:

- The school takes no responsibility for delivering dropped off food to students.
- All food will be delivered to the front office and placed on a table in the vestibule.
- Food that arrives late (after 10 minutes before the lunch period ends) for any reason whatsoever (whether ordered late or an incident with the delivery), will be collected at the end of the lunch period and students can pick it up at the end of the day.
- Under no circumstances will the food be taken into a classroom for consumption or extra time given for the lunch period.
- It is the students' responsibility to pick up their delivery at the start of the lunch period.

STUDENT PARKING

Annual parking permits may be purchased for \$25 from the school secretary. Before a student can purchase a permit, the driver must present a driver's license and proof of insurance to the campus police officer for verification. The campus police officer will give the student a document to verify eligibility, which should then be presented to the school secretary when making a payment. Forms can be found on Canvas.

STUDENT CELL PHONES/ELECTRONIC DEVICES

In accordance with Texas House Bill 1481 and to ensure an academically focused school environment, the use of personal communication devices is prohibited by law on school property during the instructional day.

Instructional day is defined as when the student arrives to school in the morning through the end of the final period.

Personal communication devices, as defined by law, include the following:

- Cell phones
- Tablets
- Smartwatches or wearable communication devices

- Any electronic device capable of digital communication

Students shall not:

- Use phones or other devices for any reason (calls, texts, photos, social media, internet access, etc.) during the instructional day.
- Display or visibly carry phones during the instructional day.
- Use smartwatches or other wearable communication devices during the instructional day.
- Have phones or other devices on school property, visible or audible at any time during the instructional day.

Our expectations are that:

- Students must leave their phones or devices at home or store them, powered off, in their backpacks while on school property during the instructional day.
- Phones and devices must remain out of sight and unused on school property during the instructional day.
- Phones may not be carried in clothing or worn visibly at any time during the instructional day.

If a phone is seen, heard, or used during the school day:

- The device will be confiscated by staff.
- Staff will place the device in an envelope and label it clearly with the student's full name, the date and time of confiscation, and the name of the staff member who confiscated the device.
- Staff or administration will deliver the device to the office for secure storage and contact the parent/guardian to notify them of the violation and discuss retrieval by the parent/guardian.
- Upon parent/guardian retrieval, the parent will sign a copy of the state law, HISD policy, and confirm receipt of the device.

HISD and Eastwood Academy will not be held responsible for any lost, stolen, or damaged devices confiscated due to the violation of the law and district policy.

Consequences:

- **1st Offense:** Parents/guardians may retrieve the phone from the office after school, review, and sign the HISD Personal Communication Devices Policy as it relates to the law.
- **2nd Offense:** Parents/guardians may pick up the phone in the office at the end of the school day and students get lunch detention.
- **3rd Offense:** Parents/guardians may pick up the phone in the office at the end of the school day and students earn after school detention.
- **4th Offense:** Parents/guardians may pick up the phone in the office at the end of the school day and students earn in-school suspension.

Further offenses will result in elevated formal disciplinary action, as outlined in the HISD Student Code of Conduct, which may include DAEP placement.

Accommodations: Any students who are in need of accommodations should reach out to their designated 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 20 of the required 80 hours can be earned by making cash/product donation.** 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 and on Canvas. Forms must be completed and signed by the person supervising the student. Students may scan and email the completed forms or bring them in person to the front office.

Volunteers

Volunteers are an integral part of our school. We invite all parents/guardians 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. Some example events are listed below.

- School dances
- Field trips, local and out-of-town
- Testing day hall monitors
- Supervising school day operations
- Attending parenting classes/workshops
- Decorating Committee for school events
- School-wide projects

To register for VIPS visit the [HISD Community Partnership Website](#).

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.

Tutorials are held Monday-Thursday from **4:15 PM – 5:15 PM** according to following priority day 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 teacher will assign a detention. 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 to the IAT committee for further intervention efforts.

TRANSCRIPT REQUESTS

Transcripts must be requested using the [online request form](#) located on the school website. Be advised that transcripts have a turnaround time of **72 hours for processing.**