

EAST HIGH SCHOOL HONORS ACADEMY

STUDENT HANDBOOK



*1001 Atkins Street
Erie, Pennsylvania 16503
814-874-6400*

HOME OF THE WARRIORS



Administrator

- Mr. Smith- Principal East High School – jsmith@eriesd.org

Honors Academy Department Chairperson

- Mr. Brockman – Mathematics – nbrockman@eriesd.org

Grade Level Chairpersons

- 9th Grade: Miss. Balsiger - cbalsiger@eriesd.org
- 10th Grade: Mrs. Imler- Science - mimler@eriesd.org
- 11th Grade: Miss. Zelina – English – szelina@eriesd.org
- 12th Grade: Mrs. Gealy – Mathematics – sgealy@eriesd.org

Teachers in the East High School Honors Academy

- Mrs. Boam- School librarian julieboam@eriesd.org
- Miss. Balsiger - English Department cbalsiger@eriesd.org
- Mr. Brockman- Mathematics Department nbrockman@eriesd.org
- Mr. Carner – ASL Team Coach – dcarner@eriesd.org
- Mr. DiLuzio – History Department – bdiluzio@eriesd.org
- Mrs. Gealy - Mathematics Department - sgealy@eriesd.org
- Mrs. Imler- Science Department - mimler@eriesd.org
- Mr. Pacileo- Science Department - mpacileo@eriesd.org
- Mr. Robinson- Mathematics Department - mrobinson@eriesd.org
- Mr. Wright – History Department – wwright@eriesd.org
- Miss. Zelina- English Department szelina@eriesd.org

East High School Main Switchboard: 874-6400

Honors Academy Office extension: x616

Overview of the East High Honors Academy

The East High Honors Academy was formed at the beginning of the 2001-2002 school year in order to promote the importance of post-secondary education to East High students.

The overall goal of the East High Honors Academy is to provide students with the necessary skills required to become successful post-secondary learners. The emphasis of the program is to promote students to attend a post-secondary college or university.

The students of the East High School Honors Academy are selected with the expectation that they will pursue both academic and personal excellence. The Honors Academy courses are designed to meet the needs of the academically motivated student and to challenge him or her to fulfill his potential and pursue post-secondary education.

Students are given more freedom to make decisions and govern their personal conduct as members of the Honors Academy. In addition, students are expected to adhere to high standards of personal conduct and academic performance. Consideration for others and knowledge of and adherence to the rules of the school district should guide personal conduct.

The difficulty level of the courses, the pace of material, and the overall high expectations on the part of the teachers make the Honors Academy a rigorous program. Teachers expect that students will complete all assignments on time. Teachers expect that if students are having a difficult time with a course they will seek the help of the teacher. Teachers also expect that all students will be successful.

Student and Parental Participation

Parental involvement is a key component for the success of a student in the East High Honors Academy. Parents are expected to support the academic rigor and requirements set forth in the Honors Academy handbook. In addition, parents are expected to help monitor the progress of their child in meeting class requirements and support the efforts of teachers to hold the students to high expectations.

Students will be expected to produce work of high quality at all times and behave in a manner that shows maturity and self-discipline. Students will be expected to follow all policies as stated in the [Erie School District Student Handbook](#) as well as some additional requirements and policies as members of the Honors Academy.

Honors Academy Levels

Upon acceptance into the East High Honors Academy, all freshman students will take all of their major subject areas (Math, English, Science and Social Studies) at the honors level. Upon successful completion of their freshman year all students are encouraged to continue taking all honors level courses in every subject. However, some students may choose to opt out of all honors level courses and instead take only two honors level courses. Any student in grades 10-12 who are not enrolled in at least two honors level courses will not be considered as a member of the East High Honors Academy and may not participate in Honors Academy sponsored activities.

Upon reaching their senior year, students will graduate from the East High Honors Academy based upon the number of credits/courses completed at the honors level. These students will receive a special distinction at the graduation ceremony.

High Honors Distinction: Students who have completed any combination of at least 14 honors level courses over four years.

Honors Distinction: Students who have completed any combination of at least 10 honors level courses over four years.

Student Expectations

I. ATTENDANCE

- Maintain regular class attendance
- Be punctual to school and to class
- If you are absent make arrangements to have another student collect your work for you or contact the teacher prior to dismissal to arrange for your assignments to be given to you.
- Be an active participant in daily classes/events
- Be involved with activities associated with the school

II. PREPARATION

- Be prepared for every class (bring all materials to class with you)
- Complete and turn in assignments on time
- Complete assigned readings and outside assignments necessary to be successful in class

III. CONDUCT

- Maintain a positive attitude
- Demonstrate leadership in the school and community
- Respect property of others
- Respect staff, visitors, peers
- Respect yourself
- Resolve conflict in school appropriate manner
- Represent the rich tradition and heritage of East High School

IV. BEHAVIOR

- 3 discipline referrals will require the student to be placed in front of the Honors Academy Board for discussion on continuation in the program
- 1 suspension (in any one school calendar year) will require the student to be placed on behavioral contract
- 2 suspensions (in any one school calendar year) will require the student to be removed from the Honors Academy. Student will be eligible to reapply into the Honor Academy during the next academic year provided no additional suspensions occur

V. INTELLECTUAL INTEGRITY

Do not copy, borrow, or allow someone to borrow/plagiarize work

Grading Scale

The East High School Honors Academy uses a 4.5 scale for honors classes for the four major classes. The four major classes are Language Arts/English, Mathematics, Science and Social Studies.

Grading		Weighting		
Percent	Scale	AP	Honors	Regular
95-100	A	5.0	4.5	4.0
90-94	A-	4.75	4.25	3.75
85-89	B	4.5	4.0	3.5
80-84	B-	4.0	3.5	3.0
75-79	C	3.5	3.0	2.5
70-74	C-	3.0	2.5	2.0
65-69	D	2.0	1.5	1.0
00-64	F	0.0	0.0	0.0

A student’s grade point average and rank in class shall be entered on his/her permanent record and transcript.

Grade Point Average Calculation

It is important to understand how student GPA's are calculated and honor roll determined.

How to calculate GPA

1. Look at the percentage grade for the course.
2. Write grade point value using the chart above- take half for half credit courses. (see example below)
3. Add all grade point values.
4. Divide by total credits for quarter.

9th grade student SAMPLE

Class	Percentage	Credit	Grade Point Value
Chorus (Regular)	92	½	(3.75) ½ = 1.86
Microsoft Office (Regular)	98	½	(4.0) ½ = 2.0
English 9 Honors	85	1	4.0
Biology 9 Honors	90	1	4.25
World History 9 Honors	82	1	3.25
Algebra (Regular)	84	1	3.0
Freshman seminar (Regular)	90	1	3.75

22.11 divided by 6 = 3.69 Magna Cum Laude

Honor Roll

The Honor Roll will be published quarterly and will be posted on the bulletin board in the first floor hallway.

- The following criteria will be used for determining Dean's List status:
 - Summa Cum Laude 4.0 +
 - Magna Cum Laude 3.5 – 3.99
 - Cum Laude 3.0 – 3.49
- Grade point averages will not be rounded up for determining Honor Roll status.
- An Honor Roll ceremony will be held at the end of each quarter for any student earning this distinction.
- An Academic Excellence Reception will be held in May for all students and parents who attained Honor Roll for three consecutive quarters.

Assigned Work Policy

For the purpose of this policy, 'assigned work' will be defined as tasks with clear requirements assigned to the student by the teacher to be completed within a specific time frame.

The following minimum standards of quality are required for all assigned work:

- Assignments are to be completed according to the given requirements established by the classroom teacher in order to be eligible for full credit.
- Daily assignments are to be turned in on time – no exceptions.
- All other assignments are due on the assigned due date at the beginning of the period (when the tardy bell rings) unless specified otherwise by the teacher.
- Assignments not turned in late will be reduced one letter grade (10%) for each school day late up to three days. At the end of the third school day no credit will be given.
- No credit will be given for illegible or sloppy work (write neatly and clearly).
- No extra credit will be given in any Honors Academy courses.

Assignments Incomplete Due To Absence

Make-up assignments are defined as assigned work that is not completed or turned in on time as a result of an **excused** absence. Excused absences are defined in the ESD Student Handbook. It is very important to become familiar with the types of excused absences that allow a student to make up their work. Please read this policy in the ESD student handbook.

Assignments incomplete as a result of an **unexcused absence cannot be made-up.**

The following rules govern the handling of make-up work:

- Homework/Assignments that were checked or collected on the day of an absence must be shown or turned in the next day the student attends.
- Regular daily assignments (homework, class work) are eligible for full credit if they are submitted within the time frame specified by the attendance policy upon the students' return. This means they have as many days to make up the work as they have been 'excused' for their absence. If a student is absent for three days he/she will have three days to make up the assignment(s).
- Projects, labs, presentations, tests/quizzes, and larger assignments may be allotted additional time at the discretion of the individual teacher on a case-by-case basis. Consult the teacher's syllabus.
- Class participation activities cannot be made up for any reason, regardless of a legal excuse. Students are traditionally not held accountable for missing these types of assignments, although the individual teacher does have the discretionary authority to have them count against the student, especially if absenteeism is frequent and chronic.

Remember, coming to class and completing assigned work gives you the opportunity to practice and improve your skills. Your teachers take the time to prepare meaningful and

authentic assignments that help prepare you for your quizzes and tests. Take advantage of what these experiences can give you. If academic success is your goal, this is where it starts – do your work.

Academic Contract

The East High Honors Academy’s mission is to prepare all of its students for post-secondary/college education. However, students may experience difficulty at different times of their academic careers. Therefore, students who have fallen below a 70% average at the end of the first marking period will be placed on an “Academic Contract.” Students on this contract must report for special help on the teacher’s assigned special help night and work on improving their grade. Students must continue to report for special help until in the teacher’s judgment the student has made sufficient progress toward improving the grade. Students will remain “on contract” for the remainder of the academic school year, but may not be required to attend special help nights if they have improved their grade(s) to above 70% at the end of the quarter.

Any student who was placed on contract, but remains below 70% at the end of a semester will be evaluated by the Honors Academy chairperson, grade level chairperson and the East High principal to decide future participation in the Honors Academy. Students who are recommended for removal will be informed by the Honors Academy chairperson and principal at the end of each semester (January and May).

Retest Policy

Students will be allowed to take a retest for any major unit or chapter exam. Students will be given a test prescription to be signed by the student, teacher and parent. All parts of the prescription must be completed in order to take the retest. See the end of the handbook for specific guidelines on the retest policy.

Closing Thoughts

Congratulations on your acceptance into the East High Honors Academy. We hope you take this opportunity to challenge yourself to become the very best student that you can be. If you have questions regarding this policy please contact the Honors Academy Chairperson- Mr. Hutchinson. We hope you have a great academic career as an East High Warrior!

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RETEST POLICY

Rationale

This policy has been developed to benefit all students in achieving proficiency/mastery in all subject areas.

1. Retest must be completed within three weeks from the original testing date

- ✓ The teacher will designate the date(s) for special help and re-take as a piece of the student's prescription.
- ✓ One study session during **a special help night is mandatory** in order to retest.

2. Retest must be scheduled before or after school unless other arrangements have been made

- ✓ Retests may not occur during a class period
- ✓ With teacher approval, students may take retests during another teacher's special help night

3. The 20-80% formula will be used to determine the final grade

- ✓ 20% of the lowest test grade + 80% of the highest test grade = the final grade

4. The prescription form must be completed and signed by the teacher, student and parent before a retest is given.

- ✓ Prescription must be completed prior to testing and signed by the parent
- ✓ A prescription is the teacher's professional judgment as to what information the student is expected to know at the proficient level.
- ✓ Failure to complete the prescription prior to the testing date, will result in the retest not being given
- ✓ **Mandatory self-reflection questions are to be completed first**

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RE-TEST PRESCRIPTION FORM

Course: _____
 Teacher: _____
 Student: _____
 Test Topic: _____
 Title of Test: _____

TEST	_____	_____
	DATE	SCORE
RE-TEST	_____	_____
	DATE	SCORE
	20/80 SCORE	
	20% lowest grade + 80% highest grade = final grade.	

Required Test Preparation

- Test Corrections
 - Special Help sessions
 - ✓ _____ date/time
 - ✓ _____ date/time (**attendance at one special help night is mandatory**)
 - ✓ _____ date/time
 - Areas of study to focus upon/Review Assignment(s)
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- Study log completion
 - **MANDATORY** Self-reflection (written on the back of this form)
 - Comments/Other:
-

Parent's Comments:

Parent Signature	Date	Student Signature	Date
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Date	Start Time	End Time	What required test preparation did you do?

SELF-REFLECTION

1.) Write a paragraph reflecting your difficulties on this test that includes your commitment/involvement in the following:

- Attendance
- Homework
- Class participation
- Studying in an organized manner
- Paying attention in class

2.) What can you change to make improvements in your study habits/preparation for the next exam?

3.) How can I help you?

EAST HIGH SCHOOL HONORS ACADEMY STUDENT CONTRACT

I understand that my continued enrollment in the East High School Honors Academy is under contract for the remainder of the 2008-2009 school year.

