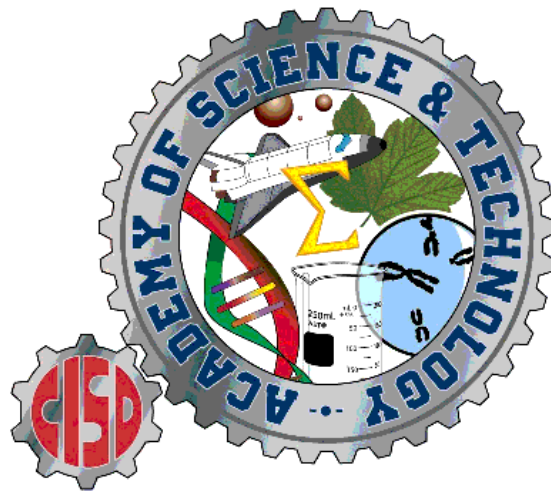


CONROE INDEPENDENT SCHOOL DISTRICT

Academy of Science and Technology

@

The Woodlands College Park HS



2022-2023

Student Handbook

<http://cpast.conroeisd.net>

The Academy of Science and Technology is a member of The National Consortium for Specialized Secondary Schools (NCSSS).



The Conroe Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information about **Title IX rights or Section 504/ADA rights**, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3205 W. Davis, Conroe, Texas 77304; (936) 709-7752.

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VISION, MISSION AND BELIEFS

Academy Vision

Students who graduate from the Academy of Science and Technology will be socially responsible citizens who work to improve the world.

Academy Mission

The mission of the Academy of Science and Technology is to prepare students having a strong interest in mathematics, the sciences, and technology for success in college and life. We will provide a challenging and innovative program designed to develop student responsibility, motivation, and commitment to learning within an ethical learning community emphasizing trust and cooperation.

Academy Commitment

We commit that our vision, mission, and beliefs will drive our decisions set in a context of continuous improvement.

Academy Beliefs

Our beliefs are statements of our fundamental convictions, our values, and our character as an organization.

We believe that:

The Academy is a learning community – we are all responsible.

We share a commitment to ethics and success.

Success depends on cooperation and teamwork.

All students have unique abilities and are capable of ethical behavior.

Growth can result from failure as well as success.

We benefit from diversity.

Trust creates a productive and safe learning and working environment.

Students benefit from diverse experiences.

High expectations promote success.

Success is measured by more than grades.

Students should be well rounded.

Programmatic decisions are made with all stakeholders in mind.

School experiences should mirror real-life experiences.

Communication and cooperation with similar programs benefit our school.

Students are responsible for managing their learning processes;

Teachers are their guides.

STATEMENT OF ETHICS AND RESPONSIBILITIES

The Academy of Science and Technology is a learning community in which knowledge is the ultimate quest. However, the pursuit of knowledge is diminished unless it is combined with a parallel quest for honesty, compassion, and respect for others. The Academy community defines this quest in the following statement of ethics and responsibilities.

Academy students are committed to:

- Learning for the sake of learning rather than simply to “get the grades.”
- Taking advantage of the learning opportunities provided.
- Being responsible for their choices and actions.
- Following through with their obligations in private as well and in public.
- Being involved in Academy activities.

Academy parents are committed to:

- Supporting and encouraging students, faculty, and administration.
- Providing support to students without undue pressure or assistance.
- Accepting the grades or results that their students have earned.
- Being involved members of the Academy community through their time and talents.

Academy faculty members are committed to:

- Providing meaningful educational classroom activities and homework.
- Striving to clearly communicate their expectations to students.
- Establishing fair and consistent grading practices for students.
- Being receptive to ideas and issues expressed by students.

Academy administration is committed to:

- Providing an environment that promotes ethical behavior and learning
- Developing, communicating, and enforcing clear and consistent policies.
- Investigating and resolving problems in a timely, confidential, and appropriate manner.

All members of the Academy community are committed to respecting themselves and each other and to striving for high personal and academic standards. In this way, each individual will be a positive influence and role model for others and for society.

AST PERSONNEL AND RESPONSIBILITIES

Headmaster	Dr. Susan M. Caffery
Administrative Assistant	Celeste Garcia
Academy Student Union (ASU)	Joseph Ewbank
Algebra II-H, AP Statistics	Jon Anderson-White
AP Biology & STS	Dr. Sara Fox
Engineering Design Competition	Joseph Ewbank
Biology H, AP Environmental Science	Larissa Coffee
Calculus AB, Calculus BC, Multi-Variable	Lyubov Priser
Geometry H, Dual Credit Pre-Calculus	Yevheniya Bauer
Chemistry H, AP Chemistry, Organic	Stephanie Marts
Computer Science Principles, AP Computer Science A	Joseph Ewbank
Destination ImagiNation Coordinator	Lyubov Priser
Destination ImagiNation Sponsors	Lyubov Priser
	Jon Anderson-White
Envirothon	Larissa Coffee, Stephanie Marts
Explorations in Science and Technology Coordinator	Dr. Susan Caffery
FIRST Robotics Coordinator- Texas Torque	Ann Gollapudi Yevheniya Bauetr
Internship Coordinator	Lyubov Priser
Mathematics Competition	Lyubov Priser, Yevheniya Bauer
Mu Alpha Theta (with TWCP)	Yevheniya Bauer
AP Physics I. AP Physics C, SRD II (Electronics and Robotics)	Ann Gollapudi
Programming Competition	Joseph Ewbank
Research and Problems Projects Coordination	Dr. Susan Caffery
Science Fair Coordination	AST Staff
Special Topics in Science	Dr. Sara Fox
Texas Junior Science & Humanities Symposium	Joseph Ewbank
UIL Academic Competitions	Jon Anderson-White

GENERAL INFORMATION

Homerooms/Communication

Academy students will be scheduled into regular TWCPHS Homerooms to facilitate completion of paperwork and other tasks for the beginning of school.

Information will also be shared with Academy students via email using Conroe ISD's Blackboard Connect. Additionally, selected classes will be used to communicate with an entire grade level. For example freshmen will be given information through SRD or Biology; sophomores through Chemistry; with juniors through AP Physics I, and seniors through Mathematics and/or Science courses.

Academy Class Schedule

The Academy is on the same class and lunch schedule as TWCPHS.

Tutorials, Make-up Tests and Labs

Tutorials, make-up tests, and make-up lab periods should be arranged as needed with individual Academy teachers. Teachers will post their tutorial times and other instructional information in their Canvas Courses.

Transportation

(1) Bus Schedule

The Woodlands College Park HS (TWCPHS) attendance zone: use the regular TWCPHS bus routes for morning, after school, and activities.

The Woodlands High School (TWHS), Grand Oaks High School, and Oak Ridge High School (ORHS) attendance zone: there will be NO before school, after school, or activity route buses.

Please contact the CISD South Transportation Office (281-367-1640) to inform them of your transportation needs and with any questions about bus number(s), pick-up, or drop-off.

NOTE: Schedules and times are subject to revision based on ridership. Parents may have to provide transportation if the bus schedules are not workable for their students.

Parents are encouraged to use the Academy Google Map created by P.A.S.T. to assist with the arrangement of car pools.

(2) Driving

Academy students in grades 11 and 12 with licenses and insurance are allowed to drive and park as are other TWCPHS students. Parking permits are required and must be purchased through TWCPHS.

ACADEMY CO-CURRICULAR COURSES AND REQUIREMENTS

Commitment to Understanding represents the teaching philosophy of the Academy. Academy students commit to four years of rigorous and responsible study of science, mathematics, and technology. Academy parents commit to supporting these efforts and the Academy programs. Academy teachers commit their time and talents to providing rich learning environments designed to help every student develop meaningful understanding of the content. From these commitments come unique educational successes and relationships that will last a lifetime.

The Academy curriculum evolves as we seek to provide learning opportunities that meet the needs of our students. General descriptions of our courses are in the *2017-2018 Academy Course Guide*. The following information is provided for emphasis and clarification regarding our co-curricular courses (completed outside the school day).

Explorations in Science and Technology

Grades 9-10 Credit: 1/2 (local); may be repeated (F067HS)
Prerequisite: None

Academy students are required to earn **14.0 Exploration Credits** over two years which then generate one-half unit of local credit for the Explorations course. *For students in the Classes of 2018- 2021, we want at least two credits to be in Job Shadowing.* Explorations focus on developing self-reliance, responsibility, a greater understanding of the importance of science and technology in our world, and career opportunities. The many exploration opportunities are announced during the year by e-mail and on the Academy Web Site Parent/Student Calendar. Explorations are posted on the Academy bulletin board as they become available. Academy-sponsored Exploration tours are scheduled during the week but may occur over holidays, weekends, and during breaks. ***Timely documentation of each trip is required. Each student is allowed one late report annually for credit. (Late means report and journal are submitted within one week of due date).*** Students may earn an additional ½ local credit for each 14 additional Exploration credits. Students are responsible for turning in and picking up their Explorations submissions and for keeping track of their credits. ***Submissions not picked up within 30 days of the submission deadline will be discarded.*** Freshmen may begin earning exploration credit following attendance at Fish Camp.

Independent Explorations: students may earn Exploration Credit for meaningful travel/exploration experiences that are related to science, mathematics, engineering, or technology (STEM). Students must submit a completed, signed Independent Exploration Proposal form for approval BEFORE the trip. The Proposal form may be downloaded from the Academy website (ast-cisd.org) or picked up in the Academy office. Some explorations have been pre-approved, such as college visits and local opportunities. Students are encouraged to download this form from the website.

Internship

Grades 11-12

Credit: 1/2 (local) (F061HS)

Prerequisite:

Successful completion of Exploration requirement; approval of internship coordinator

Each Academy student is required to complete an 80-hour internship with a mentor in the scientific, technical, or medical community. This is normally done during the summer between the junior and senior year. The internship is designed to provide an in-depth experience in an area of student interest and **80 hours** is a minimum requirement. The student is evaluated by his/her mentor during and at the end of the internship and is visited by the faculty intern coordinator. The student must also provide a written report, keep a daily journal, time log, create a brochure, and provide samples of work (when appropriate). Each student will make a presentation based on the internship-preferably in PowerPoint. Students who complete all aspects will earn one-half unit of local credit. **The Internship may be completed once the Exploration Credit Requirement is met-whether after the freshman, sophomore or junior year. Students must make application to do an Internship by May 1, 2018. Freshmen or sophomore students who have not completed the Exploration Credit requirement before the end of school are NOT eligible to apply for Internships.**

Juniors will not be approved for an Internship until the Exploration requirement is complete or an approved waiver is on file.

Exploration Policies

There are four kinds of Explorations – *Academy Sponsored, Academy-Approved Independent, Student-Proposed Independent and Job Shadowing*. Each Exploration requires timely submission of required components to be eligible for credit.

- An **Academy Sponsored Exploration** such the Distinguished Lecture Series, tours, or certain events involves a general announcement to all students with directions on how to participate in and get credit for the Exploration. It may involve student sign-up, transportation information/requirements, teacher sponsor; sometimes a cost, required preliminary and follow-up research, etc.
- An **Pre-Approved Exploration**, such as college or university visits, lectures held at other academic institutions, certain local opportunities or an organized trip. A form that lists the pre-approved activities is available. Some explorations involve a general announcement to all students with directions on how to participate in and get credit. However, students provide their own transportation and there may or may not be an Academy sponsor at some of the off-site lectures. Preliminary and/or follow-up research is required. The activity must be documented with pictures, tickets, brochures, etc.
- An **Independent Exploration** is initiated with the submission of an Independent Proposal Form signed by the student and parent. As part of the proposal, students must demonstrate preliminary **research** on the proposed topic and justify the experience's relevance to STEM. Additional pages may be added for completeness. The form is available on-line or in the Academy office. Once completed it is given to Dr. Caffery for approval. **Exploration credit will not be awarded after the fact.** Students may earn up to but not to exceed 2.0 credits for college visit(s) through this process. Another example of an independent exploration is **Job Shadowing**. When a job shadowing experience is conducted, the student is expected to spend a half to a full day with the designated person. The student becomes the person's shadow, following them and observing what

they do. Students must do the shadowing outside of normal school hours for credit and, if necessary, may earn the number of hours required over several visits. Vacation days are perfect for shadowing. Students may shadow a family member or friend, as long there are scientific/medical/technological aspects to the job. Students should submit an Independent Proposal for each shadowing prior to the event for approval. For full credit, students must show some background research related to the Job Shadowing. *We ask that students earn at least two credits in a Job Shadowing experience.*

Independent Exploration Proposal forms are available in the Academy General Canvas Course.. Students should turn in their proposals and submission in the Exploration In-Box and pick up the approved proposals from the Exploration Out-Box.

Protocol for Exploration submissions: With all Explorations, students are required to keep a **journal** – a daily log of what was done; the times spent doing different things, and personal reflections on the experience. **Documentation** of the Exploration is also required and if off-site may be satisfied with tickets, brochures, photos, etc.

Additionally, students are required to write a **summary report** that summarizes what was done, what was learned, and what the experiences meant to them. It is very important to **document the date and amount of time that was spent in the Exploration.** The student is expected to conduct research on some aspect of the experience. The research is to be included at the end of the report under a section labeled Research. References are to be cited within the text and at the end of the summary using APA style.

Students must adhere to the deadline that is given for the submission. During the academic year, submissions are due one week-two weeks from the date of the Exploration. Credit will not be awarded for late submissions. However, students are allowed **one** late submission annually provided the journal and report are submitted within one week of the due date. **Reports and journals submitted after one week from the due date, will not be considered for credit!** Poor submissions will result in less credit or no credit at all. Submissions not picked up within 30 days of the deadline will be discarded.

A maximum of seven (7) Exploration Credits may be earned for any one student-proposed Independent Exploration; no more than seven (7) of the required fourteen (14) Exploration credits may be earned through Student-Proposed Independent Explorations. Students may earn exploration credits for college visits. Students are urged to earn at least 2.0 credits in job shadowing. After 14.0 credits are earned there is no further limit.

Students must attach the approved Independent Proposal Form to their submission. Credit will be based on the quality of the submission and may be reduced or denied if submission is of poor quality.

Students who complete the Exploration Credit requirement by the end of the sophomore year will be awarded a special patch that can be applied to the letter jacket.

Students who have completed the Exploration Credit requirement or are eligible to apply for the Internship program. Juniors who have not yet completed the exploration requirement are considered to be *in jeopardy* and may apply to do an internship only if they have an approved Graduation Waiver on file in

the Academy office *Note: Freshmen and sophomore students who have not completed the Exploration Requirement are NOT eligible to apply for an Internship. The waiver does not apply to freshmen or sophomore students.*

In the spring semester eligible Juniors will meet with the Internship Coordinator, complete the required forms, and submit them to the Coordinator by the deadline. Students may choose to procure their own internships –known as self-placement- or may apply for one of the many internships available through the Education for Tomorrow Alliance (EfTA).

The student must be actively involved for at least the 80-hour minimum in order to meet Internship requirements. Of course, students may complete more than 80 hours at the work site since many Academy students are asked to continue working in their positions once the Internship is completed. Following completion of the internship, students are required to do a public presentation of their internship experience. As part of this process students will design and print brochures to be distributed during the presentation. An internship checklist is available on the Academy website.

R&P Projects and Competitions

Both a **numerical grade and one half (.5) credit** of Research and Problems (R&P) I, II, or III will be earned each year that a student successfully completes the required Academy major project in grades 10-12. For projects, students may solve design problems, do an individual experimental research project, a group experimental research project, or participate in approved competitions. Research and Problems is local **credit** and will be placed on the transcript at the end of the year.

NOTE 1: Unless the competition is later, R&P project requirements must be completed by the end of the 3rd nine weeks or an incomplete grade will be given. If Research and Problems credit is denied or otherwise not earned during the school year the student is subject to **dismissal review**. A summer IERP may be required, which would have to be presented to an appropriate panel by mutual agreement in early September of the following school year.

Students in the **9th grade** and **new students** are required to do an individual or team research project as part of the Scientific Research and Design course. These students must also enter their projects in the SCI://TECH Science Fair, and, if successful, compete in the Science Engineering Fair of Houston, The Texas Science and Engineering Fair, and the Regeneron International Science and Engineering Fair.

Students in the **10th, 11th, and 12th** grades may choose to do an approved research project, or may apply for, Engineering Design Competition, BEST Robotics, FIRST Robotics, Envirothon, Quiz Bowl, Science Bowl, or Destination ImagiNation (DI), **(We will not be able to sponsor, nor will students earn project credit for, DI or FIRST in the 9th grade).**

Students will earn **one-half credit (.5) (local)** in Research and Problems for each year of successful project work and will be given a grade in the course by their teacher/sponsor. A **journal**, a **technical paper** or other project report, and a **public presentation** are required of **ALL** students earning R&P credit.

Each student will complete and submit an **R&P Contract** in early September. In the contract the student commits to his or her first and second choice of projects, and then gets sponsor and parent approval. Students are then notified of their project assignment. A **Team Application** is also required for DI, Envirothon, Quiz Bowl, Science Bowl, and FIRST Robotics. Marginal or unsatisfactory work will result in denial of approval for the same project area the next year. The default project is IERP. **Note: If a student changes selection of R&P project, it is the student's responsibility to complete a new contract, have the sponsor sign the form and return it to the Academy office.**

Students must complete their R&P work **by the end of the third nine-weeks** unless the initial competition is later). Research and Problems grades will be transcribed when CISD transcripts semester grades.

By being sponsored and approved for their R&P Project contract, students agree to participate in ALL levels of competition for which they qualify. In the event of unforeseen school-based conflicts, the TWCPHS procedure for determining participation will be followed. Other emergencies must be certified by a parent/guardian.

In the event a student is unable to demonstrate his/her project within the normally scheduled competition, a faculty/parent **R&P Colloquium** will be scheduled prior to the missed event.

Failure to complete your R&P project will result in dismissal review!

Other academic competitions: Academy students and teams are invited to participate in many UIL and non-UIL competitions, including Texas Math League, and the Texas Junior Science and Humanities Symposium. Students are also encouraged to represent TWCPHS in other UIL academic competitions.

Research & Problems Policies Summary

- (1) Students have entered into a R&P contract and are expected to meet the terms of the contract. Failure to do so can mean one or more of the following: an F or Incomplete; not graduating from the Academy; being required to do a new project; or dismissal from the Academy.
- (2) A numerical grade for R&P will be entered on your transcript each year. It is NOT pass/fail. The R&P grade is deemed Local Credit and does not affect GPA. However, students are advised not to spoil a strong transcript with a low Research & Problems grade.
- (3) If the student decides to change from one R&P project to another, it is the student's responsibility to have the new sponsor sign the original R&P contract or submit a new one. **Note: The sponsor on file in the Academy office will give the grade for the project.**
- (4) R&P Sponsors will provide students with a grading rubric. Meeting deadlines for essays, submitting journals in a timely manner, and keeping the sponsor informed, as well as project quality, will be part of the rubric. Students must earn at least 70 points on the rubric to earn R&P credit.
- (5) Each **student** earning R&P credit is required to (1) keep a **journal**; (2) produce a **technical paper** or other project report; (3) compete in a competition, and (4) do a **public demonstration** (which may include science-fair type boards).
- (6) It is the student's responsibility to keep the sponsor informed of circumstances and problems related to meeting the R&P contract.
- (7) The existence of the R&P Colloquium on does NOT mean that a student may unilaterally decide to not go to a competition, such as Science Fair. The student is expected to participate in the designated competition. Those who do not will have a reduction in the R& P grade.
- (8) Competition conflicts that are not resolved **well** in advance will result in an Incomplete until the student resolves the issue with the sponsor. Parent documentation may be required. TWCPHS and CISD protocols will be used to resolve UIL conflicts. Students are expected to compete at all levels of competition for which they qualify. Failure to do so will result in a reduction of grade.
- (9) It is possible that an Incomplete in R&P will earn the student UIL no-pass, no play consequences. Students do NOT want to be an example of this.
- (10) If the student has a problem with the R&P project, the student must meet with the sponsor to revise the contract. Once the contract is revised, the student will be removed from the incomplete list.
- (11) Less than satisfactory performance in a team project may result in the student being denied the opportunity to participate on any team the next year.
- (12) If no sponsor is willing to work with the student, the Academy faculty will decide what the R&P project will be.

ACADEMIC POLICIES

Academy Graduation Requirements

Academy graduates are recognized by a plaque presented at our annual Senior Banquet and by a medallion to be worn at graduation. In addition, an Academy Class Profile and letter describing the program are available for students to submit with their transcripts and applications sent to colleges and universities. Under the Foundation High School Program, Academy students are eligible to be recognized under the Texas Distinguished Level of Achievement since they will compete at least one endorsement and complete Algebra II... Students who graduate in classes beginning with 2018 will have Endorsements and Performance Acknowledgements on their diploma.

Following are the minimum graduation requirements for the Academy for all students in the Classes of 2022-2025. We expect that many Academy students will exceed them.

NOTE: The Academy reserves the right to modify course offerings and graduation requirements based on staffing, funding, enrollment, and scheduling.

- (1) Completion of the **Foundation High School Program with Endorsements**. Refer to the Conroe ISD *Course Selection Book*. We **recommend** that Academy students plan to complete **three years of the same foreign language** in order to qualify for admission into certain select colleges or universities.
- (2) **The Science Core:**
 - (a) Special Topics in Science (formerly SRD) (9), Biology H (9), Chemistry H (10), and AP Physics I (11); and
 - (b) AP Chemistry (11), AP Biology (12), **or** AP Physics C (12).
- (3) **The Mathematics Core:**

Four courses of mathematics taught in the Academy or otherwise pre-approved. Courses planned are: Geometry H, Algebra II H, Dual Credit Pre-calculus, AP Calculus AB, AP Statistics, and AP Calculus BC. Students who take AP Calculus BC as juniors may enroll in Multivariable Calculus in 12th grade.
- (4) **The Technology Core:**
 - (a) AP Computer Science Principles (10th grade) or Computer Science H
 - (b) One elective technology course: AP Computer Science, Computer Science pap or AP Computer Science Principles (whichever was not taken in 10th grade), SRD II (Electronics and Robotics), Digital Art and Animation, or other approved TWCPHS technology application course. Students may enroll and complete the Introduction to Biotechnology course offered at Lone Star College during the summer and have this count as a second technology. The course is considered college credit (not Dual Credit) and is not placed on the student's high school transcript.
 - (c) Note: A second Computer Science course cannot count for both (4) and (5).
- (5) **Specialization Requirement:**

At least one additional advanced course: (chosen from AP Chemistry, AP Physics C, AP Biology, AP Environmental Science, AP Statistics, Organic Chemistry (H), or Anatomy and Physiology (H).
- (6) **Career Path Emphasis**

As juniors, Academy students are asked to declare a career path emphasis, such as engineering, medicine, biotechnology, etc., and to select classes consistent with that emphasis.

- (7) The **Career** Requirement (co-curricular)
 - (a) *Explorations in Science and Technology* – completed by the end of 10th grade
 - (b) *Internship* - usually done between the junior and senior years.

- (8) The **Independent Project** Component (co-curricular):
Research and Problems I, II, and III is given for independent, co-curricular projects done in grades 10, 11, and 12, as appropriate. Projects should be completed by the end of the third nine weeks each year for credit to be given.

- (9) The **Enrollment** Component
To be considered an Academy student, i.e. enrolled in the Academy and making satisfactory progress towards graduation, the student must:
 - (a) Be enrolled in the required Academy courses for **four** years; early graduation from the Academy is NOT possible.

 - (b) For grades 10, 11, and 12, earn 1/2 credit of *Research and Problems*. If credit is denied or otherwise not earned during the school year the student is subject to dismissal review. A summer IERP may be required, which would have to be presented to an appropriate panel by September 15th of the following school year.

 - (c) For grades 11 and 12, be enrolled in at least **three** courses meeting the following criteria:
 - 1 **At least two** courses taught in the Academy (i.e. by an Academy teacher).
Note: Lab Management may **NOT** be used to meet this requirement.

 - 2 **One or more** courses in TWCPHS those are pre-approved for maintaining enrollment. Currently approved are Digital Art and Animation, Engineering Graphics, and Architectural Graphics and Health Science Technology. Other course requests will be considered upon submission of a written waiver request (see below).

NOTE: An Academy student is expected to enroll in an available Academy course unless an irresolvable scheduling conflict or other documented need exists. Under these circumstances, the course taken would count as a course “taught” in the Academy.

Students not meeting Academy enrollment requirements are subject to dismissal.

- (10) The **Senior** Component: complete, pass, and receive credit for **all** Academy courses (i.e. taught by Academy teachers or approved as “Academy” courses) the senior year.

Waivers: Modifications to the above requirements may be granted to students who enter the Academy after the ninth grade, or in recognition of special circumstances, as long as all other requirements are met. Waiver requests must be submitted in writing and signed by student and parent. The specific graduation plan of any student granted a waiver as approved by the faculty and Headmaster will be placed in the student's file.

Satisfactory Graduation Progress

Satisfactory graduation progress means that a student is completing his or her graduation requirements in a timely manner. These requirements include courses, Explorations, Internship, and Research & Problems projects. Teachers writing recommendations will be kept informed of your graduation progress. In addition:

- If a senior is making satisfactory graduation progress as determined on the first day of school, a letter and an Academy Class Profile will be included with the official transcript for college and/or for scholarship applications. The letter explains the special nature of the Academy program. The Class Profile provides further information about the Academy and specific class.
- If a senior is not making satisfactory progress, these items will **not** be sent with the transcript until such time as the student has made up deficiencies and is determined to be in good standing.

Following are specifics for *satisfactory graduation progress*.

- **Courses:** All courses have been taken and passed; passing averages in all current Academy classes.
- **Explorations:** all 14.0 Exploration credits should be completed by the end of the sophomore year. **Students will not be allowed to do an internship and earn internship hours until the Exploration requirement is satisfied.** If a student enters the senior year needing Exploration credits, the student is **not considered to be** making satisfactory graduation progress.
- **Internship:** Students must complete all Internship requirements by the end of the nine-weeks following completion of the Internship time requirement. For example, if a student completed the Internship in the summer of 2018, the student has until **October 5, 2018** to complete all of the other requirements. Questions should be directed to Dr. Caffery.
- **Research & Problems Projects:** Students must complete the Research and Problems project requirements by the end of the **third** nine weeks.
- **End of Senior Third Nine Weeks:** Students must be passing ALL Academy courses (i.e. used for maintaining enrollment) and must have completed all Internship, Explorations, and Research & Problems requirements by the **end of the third nine weeks** in order to receive the Academy Plaque at the Banquet and the Academy graduation medallion at the College Park HS Senior Awards Ceremony in May.
- **Last Senior Progress Report Date:** Students must be passing all Academy courses and must have completed Internship, Explorations, and Research & Problems requirements by this date in order to be recognized as an Academy graduate at TWCPHS graduation. Any student who does not meet this final deadline or who subsequently fails or is denied credit for an Academy course will not be recognized as an Academy graduate.

Progress Reports

The Academy faculty is committed to the success of our students. We realize that each student is uniquely dedicated and talented but also may experience difficulty in one or more courses from time to time for a variety of reasons. Although it is uncommon, students occasionally do earn grades lower than 70. Nevertheless, **Academy students are expected to maintain a minimum grade of 75 each semester in each Academy course in order to demonstrate satisfactory progress and to be prepared for further study.**

Every effort will be made to work with students to attain this level of consistent performance. Any student experiencing academic difficulty is expected to work with teachers, other students, and with adults at home to identify and solve the problem. Tutorial help is available by special arrangement. The College Park HS counselors are also available for help.

Three-week progress reports are provided by teachers to help students and parents monitor academic progress and for UIL eligibility. Academy teachers may report progress in their classes as averages or as follows:

Satisfactory - student's average is above 75; work complete

Concern - student's average is 70-74 and/or work is missing

Incomplete – significant work is missing

Failing - student's average is below 70

Nine-week Report Cards

Report cards for all TWCPHS students will be given to students on Thursday following the end of each **nine-week**. **Parents may view student assignments and grades at any time in the Parent Access Center.**

Teachers will contact parents by phone regarding any nine-week or semester failures.

Academy Exam Exemption Policy

As an important part of our mission of college preparation, Academy teachers believe in the use of fair and comprehensive semester examinations that, in addition to recall of relevant information, emphasize synthesis and application of information, concepts, and skills learned during the semester. Teachers also accept their responsibility to prepare students well for success on their semester examinations.

Therefore, Academy semester examinations take a variety of formats and Academy teachers choose the methods and scoring of their examinations. **The Academy will maintain its requirement that students take their exams in the fall semester in all courses.** Students in AP courses are expected to take the AP exam in May, and if they do, are exempt from the spring semester exams. Thus, **all** Academy students, *except for second-semester students enrolled in AP Courses who have taken the AP Exam*, will take finals in **all** Academy classes taught by Academy teachers.

It should be noted that, with Headmaster approval, Academy teachers may substitute lab practical exams, AP exams, and/or final projects for part or all of a semester exam. When this is done, a “semester exam” grade will still be recorded.

Any TWCP HS Final Exam Exemption/Replacement Policy does apply to all 9-12 Academy students in their TWCP HS classes.

Make-up Work/Testing After Absences

A student may make up work missed due to any absence. It is the responsibility of the student to request and complete any assignment or test missed because of an absence. **No makeup work is allowed for truancy (absence without parent permission).**

[CISD Student Handbook]

Academy Policies

Teachers will post all assignments, due dates, and test dates in their Canvas courses. They may modify the dates and assignments in class due to campus or other circumstances.

Absences

Absences approved in Advance (from the District Student Handbook)

Written parental requests for preapproved absences must be made in advance to the appropriate assistant principal or to Dr. Caffery. Forms to request preapproved absences are available at the campus. Approval will be based on the student's attendance record, academic standing, and compliance with campus procedures. A maximum of not more than five preapproved absences per school year are allowed. Preapproved absences are included in the calculation to determine if a student has attended class 90% of the days the class is offered in order to receive credit for the class. Make-up assignments are provided for absences approved in advance. Preapproved absences count against final exam exemption privileges.

Make-Up Work

Students will be given the opportunity to make up work missed due to any absence with the exception of truancy, i.e. skipping school. Truancy is the absence of a student from school without the permission of the student's parent or guardian. **It is the responsibility of the student to request and complete any assignment or test missed because of an absence. For any work assigned during a student's absence, the student will be permitted one day for each day of absence to complete that work.** Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignment prior to the absence. **Long-term assignments are due even if the student is absent on that day.** Students should make arrangements to have long-term assignments turned in on the date due if the student is unable to do so because of an absence.

There is no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board of Trustees of Conroe ISD.

Time Limit on Clearing Absences

An absent student normally has **one extra day** to have an absence cleared after returning to TWCPHS.

Patterns of "Absences"

Teachers notice patterns of absence, for example a student who tends to be absent when there is a test or project due. We ask parents to help encourage responsible student behavior in this regard.

Late Work Penalties

Academy teachers may set penalties for late work for their classes. A penalty may be as little as 10% per school day or as much as 50%. A teacher who announces a major project deadline at least **10 school days**

in advance may specify that **no** late project will be accepted. In such a situation, any project turned in late may be given a zero grade. It is therefore the student's responsibility to deliver the project on time.

Unsatisfactory Progress Notices and Incompletes

Unsatisfactory Progress Notices and Incompletes will be given to students who are not making satisfactory progress on their Explorations, Internship, and/or Research and Problems requirements. Failure to meet these requirements in a timely manner may result in UIL consequences and may be cause for dismissal action.

Academic Probation

Any student who **fails** a course in any nine-weeks will have UIL no pass- no play consequences imposed. In addition, if the failure is in an Academy course, the student will be placed on Academy **academic probation** and a success plan for the next nine-weeks will be prepared by the teacher.

Any student who does not maintain a **minimum of 75-semester grade** in each Academy course will also be placed on **academic probation**. Working with parents, a success plan for the next semester will be prepared.

The faculty will review the advisability of the student's continuing in the Academy if a student has consecutive semesters with grades below 75. If continued probation is the decision, a success plan for the next semester will again be prepared. Otherwise, the student will be dismissed. (See Dismissal)

Note: Students on Academic or Behavior Probation may be denied Exploration and/or other privileges.

Failure

A student's eligibility to continue in the Academy will be reviewed by the faculty if he or she fails a semester of a required 9th or 10th-grade Academy course. If allowed to continue, the student will be placed on probation and must repeat the failed course in summer school with a minimum grade of 80. The student must pay any fees required to repeat the course. The repeated course grade will generate level rather than honors credit. Alternatively and on an individual basis, satisfactory completion of the failed course by correspondence or by re-enrollment may be allowed.

Failure of a semester of a course in the 11th grade is very serious. Since second-year classes and higher-level science, mathematics, and computer classes are not offered in summer school, there will be no opportunity for repetition and the student's status in the Academy is jeopardized. A student must pass each course for the year (average of both semesters) in order to remain in the Academy.

Failure in more than one Academy course in a semester at any grade level may result in dismissal from the Academy.

Dismissal - Grades

A student facing dismissal from the Academy for low grades will be invited, with his/her parents, to meet with the Headmaster, TWCPHS counselor, and faculty. The student's situation will be reviewed. Before a decision is made, the parents and student will be given the opportunity to explain any extenuating

circumstances impacting the student’s academic performance and to provide reasonable expectation that performance will improve to an acceptable level.

Dismissal may result in transfer back to the home campus or assignment to TWCPHS, as appropriate. A dismissal decision may be appealed to the CISD Superintendent/designee.

Resignation or Dismissal from the Academy

A student should resign from the Academy **only** at the end of a semester. Oak Ridge HS attendance zone students and Woodlands HS attendance zone students who resign or are dismissed will be re-assigned to their zoned campus. In the event of scheduling problems, a student may be enrolled in TWCPHS classes the second semester and will then be reassigned to the attendance zone campus the following year. The only exceptions will be for rising seniors, who will be allowed to complete their senior year at TWCPHS.

ATTENDANCE AND TARDY POLICIES

Absences

For absence from TWCPHS and/or Academy classes, please follow the procedures in the 2020-2021 Conroe ISD Student Handbook. Please call in absences to the TWCPHS Attendance Office at **936-709-3003 or 3004**.

Pre-arranged Appointments and Absences

A student’s leaving or entering during class because of an appointment is disruptive to both the teacher and the other students. Please try to schedule appointments after school or consistent with class changes. Arrangements must be made through the appropriate Grade Level Principal’s Office.

Procedures for other pre-arranged absences (such as for school trips, parent trips, and college visitations) and religious holidays are stated in the TWCPHS Student Handbook Addendum.

Tardies

It is vital that students arrive at the Academy and at their classes on time. Academy students will follow the TWCPHS tardy procedures. TWCPHS will assign lunch, after-school, and/or Saturday detentions, and other consequences following their policies.

STUDENT BEHAVIOR

Responsibility, Integrity, Teamwork, and Perseverance

The motto of the Academy is *TRIP – Teamwork-Responsibility-Integrity-Perseverance*. Our mission is to prepare students having a strong interest in science, technology, computers, and mathematics for success in college and life. The Academy provides a challenging and innovative program designed to develop student responsibility, motivation, and commitment to learning within an enriched atmosphere of trust and discovery. We require a commitment to academic excellence and academic integrity from students.

Academy students demonstrate commitment to academic excellence not by their grades but rather by their focus and effort. They value learning and strive to do their best at all times. They demonstrate a commitment to academic integrity by working responsibly, both independently and collaboratively, by submitting products that reflect their own efforts and understanding, and by helping others share their own commitment.

The CISD Behavior Management System, CISD Student Handbook and the TWCPHS Student Handbook Addendum apply to Academy students. Students are reminded that they are viewed as representatives of the Academy at all times and should conduct themselves accordingly.

Honor System

Ethics and integrity are central to the Academy learning community. Each student is expected to uphold the Academy's high standards and take personal responsibility for his or her integrity and behavior. In choosing the Academy each student accepts the honor system as a way of life by adopting the following pledge:

As a member of the Academy of Science and Technology, I consider myself bound to develop and uphold high standards of honesty and behavior, to share in the commitment to ethics and success, and to realize my social and academic responsibility to the community.

With the emphasis on collaboration how can a student determine if an action meets the standard for the Honor Code? Students should consider the following when deciding on a course of action:

- Is the sharing of information for a group project or group work?
- Is the action giving me or others an unfair advantage?
- Does the action deceive or mislead?
- Does the action discredit you, your family, or the Academy community?
- Just because you can, should you?

Acceptable activities include:

- Collaborating with other students when told to do so by the teacher. Tutoring another student is certainly an acceptable behavior.
- Use of Google tools to work collaboratively on assignments that are deemed by the teacher to fall in this area.

Unacceptable activities:

- Asking for or receiving information on a quiz or test.
- Sharing information with others about content of a quiz or test. This includes taking a picture of the quiz or test.
- Copying another's work and using it as one's own.
- Plagiarism

Use of Cell Phones

Students are to have their cell phones turned off and placed in the phone holder in the classroom. The teacher may give approval for the students to use their cell phones during class. During testing periods students are expected to put cell phones and their back packs in the front of the test before sitting in their seat.

Student Dress and Personal Grooming

Students must follow the TWCPHS Dress Code during all Academy and TWCPHS classes. Academy teachers may require or prohibit certain aspects of dress and grooming related to safety during lab activities and on trips.

Behavior Probation

Note: Refer to the CISD Student Handbook Code of Conduct and the TWCPHS Student Handbook Addendum for specific information.

General Misconduct Violation: In addition to parent notification and other consequences, such as a behavior contract, detention, or in-school suspension, a student who commits a General Misconduct Violation may be placed on Academy behavior probation. An additional General Misconduct Violation by a student on behavior probation will result in a dismissal action.

Removal by Teacher Violation: a student who is removed from class by a teacher will be placed on behavior probation until a decision is made. If the student is then removed to an Alternative Education Program or expelled, he/she will be dismissed from the Academy.

Mandatory Placement in Alternative Education Program or Expulsion: a student who is mandatorily placed in the Alternative Education Program (DAEF or JJAEP) or expelled will be dismissed from the Academy without probation.

Due Process for Behavioral Dismissal

A student facing dismissal from the Academy for behavior will be invited, with his/her parents, to meet with the Headmaster, TWCPHS counselor, and faculty to present any mitigating circumstances before a dismissal decision is made. Behavioral dismissal may result in transfer back to the attendance zone campus, re-assignment to TWCPHS, or other decision as appropriate. A dismissal action may be appealed to the CISD Superintendent or designee.

Academy of Science and Technology

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Room 3312
936-709-3250
936-709-3299 (FAX)
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Contact Information:

**Dr. Susan Caffery
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scaffery@conroeisd.net**

**Mrs. Celeste Garcia
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**TWCPHS Phone Numbers:
936-709-3000 (Main)
936-709-3003 (Attendance)**

Dr. Mark Murrell, Principal

**Dr. Susan Hersperger, Associate Principal
Ms. Melanie McCarthy, Associate Principal
Mr. Clint Holden, Associate Principal**