

Houston Independent School District  
Baylor College of Medicine Biotech Academy at Rusk

Student & Parent Handbook  
2024-2025



**Shelby Steward, Head of School**  
**Kristin McDonald, Assistant Principal**

2805 Garrow St. Houston, Texas 77003

Phone: (713) 226-4543

Fax: (713) 226-4546

### **Vision:**

Every student will engage in a rigorous and integrative health science curriculum guiding them to make innovative 21st century contributions.

### **Mission:**

In order to prepare students for the careers of tomorrow, we will provide them with engaging health science experiences through cooperative learning and technological integration.

### **Core Values:**

C-Community

A-Accountability

R-Responsibility

E-Empathy

### **Mascot:**

Eagle

### **School Colors:**

Blue & Gold

### **School Hours:**

8:30 AM – 4:00 PM

### **Phone:**

713-226-4543

# Daily Bell Schedule

Monday – Thursday (A/B - Day)/ Friday (Eagle Day)

| 24-25 Bell Schedule           |             |                    |             |
|-------------------------------|-------------|--------------------|-------------|
| Blue (MW) and Gold (TTh) Days |             | Eagle Day (Friday) |             |
| Homeroom                      | 8:30-9:00   | 1st                | 8:30-9:10   |
| 1st/5th                       | 9:03-10:33  | 2nd                | 9:13-9:53   |
| 2nd/6th                       | 10:36-12:46 | 3rd                | 9:56-10:36  |
| Lunch 1 (6th Grade)           | 11:06-11:36 | 4th                | 10:39-11:19 |
| Lunch 2 (7th Grade)           | 11:41-12:11 | Eagle's Nest       | 11:22-1:00  |
| Lunch 3 (8th Grade)           | 12:16-12:46 | 5th                | 1:03-1:48   |
| 3rd/7th                       | 12:49-2:19  | 6th                | 1:51-2:31   |
| 4th/8th                       | 2:22-4:00   | 7th                | 2:34-3:14   |
|                               |             | 8th                | 3:17-4:00   |

| Group                           | Homeroom  | 1st/5th    | 2nd/6th     | 3rd/7th    | 4th/8th   |
|---------------------------------|-----------|------------|-------------|------------|-----------|
|                                 | 8:30-9:00 | 9:03-10:33 | 10:36-12:46 | 12:49-2:19 | 2:22-4:00 |
| Science and Health Science      |           | Planning   |             |            |           |
| Social Studies, PE, and Spanish |           |            | Planning    |            |           |
| ELA and Fine Arts               |           |            |             | Planning   |           |
| Math and Technology             |           |            |             |            | Planning  |

## YOUR SCHEDULE

Take some time to write your schedule in your agenda. Use a pencil in case you have any changes.

| Blue Day (Monday/Wednesday) |         |       | Gold Day (Tuesday/Thursday) |         |       |
|-----------------------------|---------|-------|-----------------------------|---------|-------|
| Homeroom Teacher:           |         | Rm #: | Homeroom Teacher:           |         | Rm #: |
| B1                          | Subject |       | G5                          | Subject |       |
|                             | Teacher |       |                             | Teacher |       |
| B2                          | Subject |       | G6                          | Subject |       |
|                             | Teacher |       |                             | Teacher |       |
| B3                          | Subject |       | G7                          | Subject |       |
|                             | Teacher |       |                             | Teacher |       |
| B4                          | Subject |       | G8                          | Subject |       |
|                             | Teacher |       |                             | Teacher |       |

*Note: Friday you will see all your classes. There will be no homeroom on Fridays.*

# HOUSTON INDEPENDENT SCHOOL DISTRICT

## 2024-2025 YEARLY CALENDAR

| JUNE 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

| JULY 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 | 31 |    |    |    |

| AUGUST 2024 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    |    | 1  | 2  | 3  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25          | 26 | 27 | 28 | 29 | 30 | 31 |

| SEPTEMBER 2024 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 |
| 29             | 30 |    |    |    |    |    |

| OCTOBER 2024 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| NOVEMBER 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |

| DECEMBER 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 | 31 |    |    |    |    |

| JANUARY 2025 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| FEBRUARY 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 |    |

| MARCH 2025 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         | 31 |    |    |    |    |    |

| APRIL 2025 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 |    |    |

| MAY 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

| JUNE 2025 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 |    |    |    |    |    |

| JULY 2025 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

| AUGUST 2025 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

|   |  |  |  |
|---|--|--|--|
| <b>SCHOOL DAY START AND END TIMES</b><br>7:30 - 3:00 Elementary<br>8:30 - 4:00 K-8 and Middle School<br>8:30 - 4:00 High School                     | <b>FIRST DAY OF SCHOOL</b><br>August 12, 2024  | <b>LAST DAY FOR STUDENTS</b><br>June 4, 2025 | <b>LAST DAY FOR TEACHERS</b><br>June 5, 2025 |
|   | <b>INSTRUCTIONAL DAY START AND END TIMES: NES</b><br>8:00 - 3:30 PK - 2 <sup>nd</sup> grade<br>8:00 - 4:00 3 <sup>rd</sup> - 5 <sup>th</sup> grade<br>8:30 - 4:30 6 <sup>th</sup> - 12 <sup>th</sup> grade   |  |  |
|   | <b>HOLIDAY (NO CLASSES)</b><br>Jul. 4 - Independence Day<br>Sep. 2 - Labor Day<br>Oct. 4 - Fall Holiday<br>Nov. 28 - Thanksgiving<br>Jan. 1 - New Year's Day<br>Jan. 20 - MLK Jr. Day<br>Feb. 17 - President's Day<br>Mar. 31 - Chavez Huerta Day<br>Apr. 18 - Spring Holiday<br>May 26 - Memorial Day<br>Jun. 19 - Juneteenth |  |  |
|   | <b>GRADING CYCLES</b><br>Aug. 12 - Sep. 20<br>Sep. 23 - Nov. 1<br>Nov. 4 - Dec. 20<br>Jan. 7 - Feb. 21<br>Feb. 24 - Apr. 17<br>Apr. 21 - Jun. 4  |  |  |
| <b>5TH QUARTER (SUMMER 2025)</b><br>Voluntary summer courses<br>2024: Jun. 17 - Jul. 19<br>2025: Jun. 16 - Jul. 23<br>(Mandatory for some students) | <b>REPORT CARD</b><br>Sept. 27 (Friday)<br>Nov. 11 (Monday)<br>Jan. 13 (Monday)<br>Feb. 28 (Friday)<br>Apr. 25 (Friday)<br>Jun. 4 (ES, KB, MS)<br>Jun. 13 (HS)   |  |  |
| <b>RECESS (NO CLASSES)</b><br>Thanksgiving - Nov. 25 - 29<br>Winter Recess - Dec. 23 - Jan. 3<br>Spring Recess - Mar. 10 - 14                       | <b>SCHOOL LEADERS' INDUCTION AND PREPARATION</b><br>July 22 - July 29 - Principals and APs   |  |  |
| <b>POSSIBLE MAKE-UP DAYS</b><br>June 6 - June 12  | <b>NEW STAFF INDUCTION</b><br>July 30 and July 31 - Staff New to HISD  |  |  |
| <b>STAFF PD (NO CLASSES)</b><br>Jun. 14, Sep. 3, Oct. 3, Nov. 8, Jan. 6,<br>Feb. 14, May 2, Jun. 5, Jun. 13   | <b>ALL STAFF INDUCTION AND PREPARATION</b><br>Aug. 1 - Aug. 9 - All staff  |  |  |

# Administration & Support Staff

## Administrative Team

**Principal:** Ms. Shelby Steward – [Shelby.Steward@houstonisd.org](mailto:Shelby.Steward@houstonisd.org)

**Assistant Principal:** Ms. Kristin McDonald – [Kristin.Mcdonald@houstonisd.org](mailto:Kristin.Mcdonald@houstonisd.org)

**Administrative Assistant:** Ms. Kristen De La Rosa – [KDELARO1@houstonisd.org](mailto:KDELARO1@houstonisd.org)

**IB/Magnet Coordinator:** Jordan Pulu – [Jordan.Pulu@houstonisd.org](mailto:Jordan.Pulu@houstonisd.org)

**STEM Specialist:** Mrs. Crystal Deville – [Crystal.Deville@bcm.edu](mailto:Crystal.Deville@bcm.edu)

## Special Education

**Sp. Ed. Chair:** Ms. Senta Butler – [SBUTLER5@houstonisd.org](mailto:SBUTLER5@houstonisd.org)

## Support Staff

**Student Information Representative:** Ms. Selena Ramirez – [SRAMIR17@houstonisd.org](mailto:SRAMIR17@houstonisd.org)

**Receptionist:** Mrs. Elizabeth Jimenez – [Elizabeth.Jimenez@houstonisd.org](mailto:Elizabeth.Jimenez@houstonisd.org)

**Receptionist:** Mrs. Claudia Duarte – [Claudia.DuarteMoreno@houstonisd.org](mailto:Claudia.DuarteMoreno@houstonisd.org)

**Campus Police Officer:** Officer Darryl Romero – [DROMERO@houstonisd.org](mailto:DROMERO@houstonisd.org)

**School Nurse:** Ms. Lori Eaves – [Lori.Eaves@houstonisd.org](mailto:Lori.Eaves@houstonisd.org)

**School Counselor:** Mrs. Biji Boulais – [Biji.Boulais@houstonisd.org](mailto:Biji.Boulais@houstonisd.org)

**Instructional Technologist/Media Specialist:** Isaac Emler – [IEMLER1@houstonisd.org](mailto:IEMLER1@houstonisd.org)



# BCM

Biotech Academy at Rusk

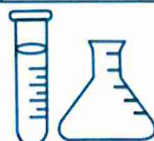


## EAGLE EXPECTATIONS

| CORE VALUES            | CLASSROOM  | HALLS   | CAFETERIA  | RESTROOMS  | COMMON AREAS  |
|------------------------|--|---|--|--|---|
| <b>C</b> OMMUNITY      | Actively participate.<br>Bring all materials to class.<br>Keep food & drinks put away.                                 | Walk on the right.<br>Keep food and drinks put away.<br>Keep hallways and stairwells clean and free of trash. | Use appropriate voice levels.<br>Help keep the cafeteria clean.                    | Use facilities quickly and appropriately.<br>Use appropriate voice levels.         | Keep food and drinks put away.<br>Use appropriate voice levels.<br>Use facilities appropriately.  |
| <b>A</b> CCOUNTABILITY | Accept and implement feedback.<br>Use materials appropriately.<br>Clean up after yourself.                             | Accept and implement feedback.<br>Get to class on time.<br>Always have a pass during class.                   | Accept and implement feedback.<br>Clean up after yourself.<br>Stay at your table.  | Accept and implement feedback.<br>Be prepared to show your pass.                   | Accept and implement feedback.<br>Be responsible for your belongings.<br>Clean up after yourself. |
| <b>R</b> ESPECT        | Follow directions from adults.<br>Listen when others are speaking.<br>Keep hands, feet, and other objects to yourself. | Follow directions from adults.<br>Keep hands, feet, and other objects to yourself.                            | Follow directions from adults.<br>Keep hands, feet, and other objects to yourself. | Follow directions from adults.<br>Keep hands, feet, and other objects to yourself. | Follow directions from adults.<br>Keep hands, feet, and other objects to yourself.                |
| <b>E</b> MPATHY        | Encourage classmates.<br>Be helpful.<br>Make other students feel welcome and included.                                 | If you see something, say something.<br>Be helpful.   | Maintain a clean space.<br>Be accepting of others.                                 | Be mindful of other people's privacy and personal space.                           | Use school appropriate language.<br>If you see something, say something.                          |



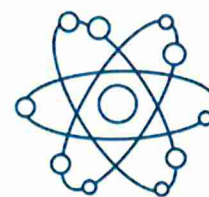
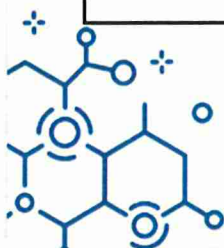
Eagles CARE!





## EAGLE EXPECTATIONS

| Action   | Incentive                               |
|--|---|
| Passing all classes; No more than XX strikes                               | <b>Scatterball Club (weekly)</b>        |
| Passing all classes; No more than XX strikes                               | <b>Lunch Outside (every other week)</b> |
| Passing all classes; No more than XX strikes; Growth in academics/behavior | <b>Best of the Nest (each cycle)</b>    |







## EAGLE EXPECTATIONS

| Strike Number       | Consequence            |
|---------------------|------------------------|
| Starts at <b>3</b>  | Lunch Detention        |
| Starts at <b>12</b> | After School Detention |
| Starts at <b>21</b> | Saturday Detention     |
| Starts at <b>30</b> | Parent Shadow or ISS   |

Skipping class will result in an automatic Lunch Detention.

Strikes reset to zero at the beginning of every Grading Cycle.

## Communication

- **Remind Mobile App** – remind is a free, safe and simple way for teachers and administrators to instantly text message students and parents' important reminders, assignments, or concerns directly to parents' phones. The remind app can be downloaded from the Google Play Store or the Apple App Store. You can join a class or school to receive Remind messages via text, email, or push notification (or any combination of these). Contact your child's homeroom teacher to access code.
- **Phone Calls** – the school will use automated phone calls on occasion. This means the school will call you with a message. If you want to volunteer at school or have a concern, question or comment, please call the school at (713) 226-4543 and you will be directed to the right person.
- Students are responsible for transporting important papers from school to their parent/guardian.
- The school website ([www.houstonisd.org/ruskschool](http://www.houstonisd.org/ruskschool)) will communicate critical dates and upcoming events throughout the school year.

## Arrival & Dismissal

### Arrival

- Students who arrive at school by car may be dropped off at the **FRONT** of the building beginning at 7:30 a.m.
- Students will report to the cafeteria. At 8:00 am
- Students who arrive after 8:30 a.m. must be accompanied by a parent/guardian to the front office to sign in.
- Students who arrive after 10:30 a.m. will be counted absent for the day.
- **All outside food and drinks must be finished in the cafeteria.**

### Dismissal

- All bus riders will be dismissed to the bus pick up area near the **BACK** of the school when the bus bell sounds.
- Parents/guardians should pick up car riders at the **FRONT** of the school. 6<sup>th</sup> grade students will be released at the flagpole and 7<sup>th</sup> and 8<sup>th</sup> grade students will be released from Settegast Park hardtop. This enhances safety by separating bus transportation from cars.

## Identification Badges

- Student IDs must be worn around the neck and should always be visible on campus.
- Information on ID must be clearly visible and non-defaced.
- Replacement ID badges must be purchased in a timely fashion if lost or defaced.
- Price for replacement badge is \$5.00

## Hallway Policy

- Always walk to the right.
- Do not litter.
- Use your inside voice and keep your language clean.
- Students are not permitted in the hallways during class time without a hall pass.
- Students are required to pass quickly and quietly through the halls between classes as well as before and after school.
- Running and horseplay in the hallway is prohibited for safety reasons.
- Students will stay to their right in the hallway during transition.

## Tardy Policy

- Students are expected to be in the classroom before the tardy bell rings.
- Students in the hallway, restroom, and other areas of the campus after the tardy bell rings are considered tardy.
- Teachers will document cases of tardiness on PowerSchool when taking attendance.
- **Consequences are outlined in the Eagle Expectations**

## Cafeteria Policy

- Students must walk to lunch and remain orderly and quiet during lunch.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Throwing food, milk cartons or other items are prohibited.
- The use of profanity in the cafeteria is prohibited.
- Students must follow the instructions of the lunchroom supervisor, aides and show proper respect toward all cafeteria personnel.
- **Students must remain seated while in the cafeteria except to return to the lunch line or return trays.**
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Report all spills to custodial staff immediately.
- Students will be dismissed from the cafeteria by the lunchroom supervisor.
- The use of electronic devices is prohibited.

## Consequences

- ❖ 1<sup>st</sup> offense will result in a phone call home from a member of the leadership team.
- ❖ 2<sup>nd</sup> offense will result in a lunch detention assigned by administrator.
- ❖ 3<sup>rd</sup> offense will result in a morning, afternoon, or Saturday detention (9 a.m. – 12 p.m.) assigned by an administrator.
- ❖ 4<sup>th</sup> offense will result in a discipline referral from an administrator.

## Discipline Policy

To ensure a safe and an equal opportunity for all students to learn and grow:

- Students should respect themselves and the learning environment by following the essential agreements established in the classroom and school.
- Students should understand that those who choose to disrupt or interrupt the learning environment may be removed from the classroom.
- Students and parents are expected to follow through with any/all assigned consequences.

- Students will be expected to reflect on their choices that led them to the assigned consequence(s).
- Parents should be active partners in behavioral expectations and administering consequences.
- Morning/After school/ Saturday detention may be assigned for repeated or serious offenses.
- Parents/guardians are responsible for transportation when a student is assigned detention.
- Students may be placed on a magnet growth plan as a result of multiple infractions. Removal from the program at Baylor College of Medicine Biotech Academy at Rusk may be a consequence of the magnet growth plan.

***In addition to regular discipline, students should be aware that Level III acts of misconduct include such behavior as:***

- Mutual Combat (Fighting).
- Persistent disruptive behavior on bus.
- Any verbal abuse of others, including slurs, name-calling, or derogatory statements to another person because of that person's race, color, religion, national origin, disability, physical/personal appearance, sexual orientation, and gender identity and/or gender expression.
- Bullying, meaning engaging in written or verbal expression through electronic means, or physical conduct that occurs on school property.
- Misdemeanor criminal mischief (i.e., vandalism) resulting in the destruction or defacing of any property, including computers and related equipment, in an amount greater than \$20 but less than \$1,500.
- Consequences will be aligned with the HISD student code of conduct.

***Level IV acts of misconduct include such behavior as:***

- Selling, giving, delivering to another person, or possessing, using, or being under the influence of a dangerous drug (Chapter 483, Health and Safety Code), unless punishable as a felony.
- Consequences will be aligned with the HISD student code of conduct

## **Possession of Controlled Substances**

Per the new State of Texas House Bill 114, schools are required to place students caught in possession of any of the following controlled substances in disciplinary alternative education program (DAEP):

- e-cigarettes or vaping pens
- alcoholic beverages
- drugs
- any other related and/or prohibited substances

Please note that placement in the DAEP following an investigation. This also applies to the sharing, selling, or distributing controlled substances.

## **Cell Phone and Electronic Device Policy**

- Cell phones or any other electronic devices may only be used before 7:30 am or after 4:00 pm. The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:
  - Listening to video or audio without headphones or earbuds.
  - Use of headphones/earbuds at a volume level where others can hear.
- Students are allowed to bring their cell phones to school; however, they must be turned off and stored in their backpack.

- Students are not permitted to carry their phone in their pocket during the school day.
- Students are required to turn in all cell phones at the beginning of the day on Texas State testing days.
- The school is not responsible for any damaged, lost or stolen property.
- Students in violation of the cell phone and electronic device policy will have their phone confiscated.
- A \$15.00 fee will be applied, and the device must be picked up from the school secretary/administrator by a parent/guardian. Devices will not be returned to a student for any reason.

## **HISD CONNECT**

HISD Connect Parent Portal is an online service that allows registered users (i.e., parents and students) to log in to access a variety of student information, see class assignments and school calendars, and even communicate electronically with teachers.

## **Grading Policy**

Classwork – 60%

Assessments – 40%

The following grading scale is used in the HISD and in all other school districts accredited by the Texas Education Agency:

| NUMERIC AVERAGE | LETTER GRADE EQUIVALENT |
|-----------------|-------------------------|
| 90-100 =.....   | A                       |
| 80 – 89 =.....  | B                       |
| 75 – 79 =.....  | C                       |
| 70 – 74 =.....  | D                       |
| Below 70 =..... | F                       |

## **Attendance**

State law TEC §25.092 and Houston ISD Policy still require students to attend at least 90% of their classes to receive credit and be promoted.

## **Absent Work Policy**

- In case of absences, students will have the number of class meetings equal to that of their absence to turn in make-up work without penalty. This includes absences for personal illnesses, field trips, family emergencies, etc.
- After two school days late penalties will be applied. This penalty is 10% per day.
- It is the student's responsibility to reach out to the teacher and check the HUB/PowerSchool for missed assignments.
- The teacher has the discretion to extend this time if needed.



## **Late Work Policy**

Students have two school days to turn in late work from the day the assignment was due.

The following procedure is in place:

- 1st class meeting late will result in a reduction of 10 points from the overall earned score.
- 2nd class meeting late will result in a reduction of 20 points from the overall earned score.

On or after the 3rd class meeting past the due date, the work will be accepted by the teacher, but it is at the teacher & grade level team's discretion whether the work will be accepted for credit. If it is accepted for credit, at least 30 points will be deducted from the overall earned score.

Students who turn in late assignments on a consistent basis will be expected to:

- Attend morning or after school enrichment interventions
- Participate in school/teacher and parent conference

Consistent late work may result in a student being placed on an academic growth plan including, but not limited to, removal from the BCM Biotech Academy at Rusk Magnet program.

## **Counseling Services**

Guidance services are available on an as-needed basis to assist the student in achieving success and coping with the challenges of middle school life. Support is offered for students struggling with issues related to anxiety, depression, friendship skills or any other issues impacting their mental well-being. Information is available on test-taking skills, extracurricular activities, PSAT, career choices, as well as other academic, social, vocational, or personal concerns.

Any student or parent may make an appointment with the school counselor. Teachers will also make a referral if they see or hear anything concerning related to a student. Counseling services are generally provided as intervention, crisis, and short-term support. Students who need long term, ongoing, services will be offered resources outside the building. The Wraparound Services Department connects students and their families with community resources that address the non-academic challenges that students face which ultimately impact their ability to learn.

Teachers should submit a SAF to refer a student for wraparound support. To refer a student to the counselor, teachers should submit the counseling referral Google form on our shared drive and/or a SAF.

## Clinic

Except in an emergency, all Students coming to the Clinic must have a hand-written permit. An administrator will issue permits to the Clinic during lunch period. Students are not just to “drop in” between classes, during lunch, etc. Teachers also should help Students understand that if they are ill in the morning before school, it generally is best that they remain at home rather than coming to school and going directly to the clinic.

A school nurse is here to assist with health-related problems at school, perform mandated screenings and make referrals as needed, provide personal hygiene information, instruct Students as needed, etc. All faculty and staff need to help Students and parents understand more completely the role of the school nurse.

Vision and hearing screenings are done at specific times of the school year with specific grade levels. If a teacher believes a student’s vision or hearing needs to be checked, a written notice to the nurse about possible problems or concerns will alert the nurse to this need so that she may take the proper step. Either give it to her personally or place it in her box in the office.

When a student is referred to the clinic and is determined to be ill enough to be sent home, they will not be released from school until a parent or guardian has been notified and has given permission for the student to leave school. **NO STUDENT IS TO BE ALLOWED TO LEAVE SCHOOL FOR ILLNESS WITHOUT GOING THROUGH THE CLINIC AND CHECKING OUT AT THE ATTENDANCE OFFICE.**

During the school year, the nurse is involved in several screening programs and some classroom instruction. During these times, the clinic will be closed. Extreme emergencies will need to be channeled through the main office and the nurse will be contacted if necessary.

## Immunizations

All students are required to have current and updated immunizations as required by law. It is the responsibility of the student and parent to provide the school with an accurate immunization record. A student may not attend school without documentation of state required immunizations. Exclusions from compliance are allowable on an individualized basis for medical and religious conflicts. Students falling into these categories must submit affidavits as specified by law.

## Medication at School

Administering of medication is allowed (by the school nurse) only by order of a physician and with parental consent as recorded on HISD form 40.3740. This form must be on file in the clinic before the medication is administered. Medication is only administered during school hours when it is deemed medically necessary. All medication must have a pharmacy label on the container.

Students bringing medication to school are to take it to the nurse in the clinic immediately upon entry to the building. A student may never be in possession of medication to self-administer. (Exception: In the case of asthma, the physician expressly orders the student to carry an inhaler and meets the above stated criteria.) Over the counter medications may only be administered in accordance with the policy as stated above.

## **Dress Code Policy**

For the 2024-2025 school year, students' shirts must be solid and polo style.

The grade level colors are as follows:

- 6th- charcoal gray, 7th- light gray, and 8th- navy blue.
- Jackets must be solid gray or blue and they must zip up (not pullover).
- Bottoms must be khaki or navy blue. Pants, shorts, or skirts are acceptable.
- Backpacks must be mesh or clear.

Students are allowed to wear medical scrubs on Mondays. On Fridays, students may wear Rusk spirit shirts, college T-shirts, or Houston sports team T-shirts with jeans. Any students who are not wearing scrubs on Mondays or the acceptable Rusk, college, or sports spirit wear on Fridays should be in their uniform polo shirts and khaki or navy-blue bottoms.

Unacceptable Attire: Headwear (caps, bandanas, scarves, bonnets, shower caps, etc.), open toe/backless shoes, crocs, house shoes, flip-flops, pullover hoodies.

## **Campus Visitors**

- Campus Visitation will be limited to essential visitors who have previously scheduled appointments.
- Non-essential visitors, including those registered through the HISD VIPS process, should utilize virtual meetings, when possible.
- Lunch visits are prohibited.
- Non-essential deliveries — such as food, personal items, homework, projects — are prohibited for students.

## **Technology Use in the Classroom**

- A school issued Chromebook will be available for students to use during the school day. Students are expected to abide by the following conditions:
- The student and the student's parent/guardian must sign this laptop loan agreement. The school will keep this agreement on file.
- The laptop may only be used for educational purposes. Any other use may result in the loss of laptop loan privileges.
- The laptop may not be used for any inappropriate, unethical, or illegal purposes, to include activities on the Internet, use of email and messaging, and access to digital media and programs. Violations of this policy may result in the loss of laptop loan privileges and/or disciplinary action.
- The laptop hardware and district-installed software may not be modified in any way. No software can be copied from the laptop, nor can any unapproved software be installed on the laptop.
- The student's parent/guardian accepts financial responsibility for any intentional damage to the laptop or damage due to gross negligence.
- The district may take legal action to recover any unpaid costs of such damage. More information regarding the care of the laptop and instructional materials is in the student manual.

The laptop is the property of Houston ISD. The laptop must be returned to the student's school prior to the end of each school year, or if the student withdraws from school or changes school's midyear. Laptops not returned as required may be reported to the police as stolen.

## **Laptop Student Agreement**

- I will follow classroom rules for the laptop set up by my classroom teacher.
- I will be on-task in class and am aware of the off-task consequences.
- First offense: Verbal warning
- Second offense: Description of issue (with screenshot if possible) to be sent home and CC teacher
- Third offense: Loss of device for class; individual alternate assignment
- Persistent offenses: Office referral
- I will bring a fully charged laptop to school every day.
- I will handle the laptop carefully and respectfully.
- I will not leave the laptop unattended.
- I will not loan my laptop to another individual without teacher permission.
- I will keep food and beverages away from the laptop.
- I will keep my passwords private.
- I will not take unauthorized or inappropriate photos/videos.
- I understand that the laptop is the property of Houston ISD and can be inspected at any time without notice.
- I understand that I should back up content on my laptop to Google Drive or OneDrive in order to avoid losing my work.
- I will connect to the appropriate network while at school. If I need any assistance connecting, I will inform my teacher as soon as possible.
- I will report loss, theft, or damage immediately.

## **Bus Transportation**

Students must adhere to the HISD Student Code of Conduct when riding the school bus. A student may be suspended or removed from riding the bus for engaging in misconduct, including but not limited to, the following:

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as Administration deems to threaten the safe operation of the bus and/or its occupants.

## **Personal Property**

Portable electronic devices, cell phones, cameras, large sums of money, and other such personal property, including, but not limited to personal PE equipment, such as balls, etc. should not be brought on campus. Many problems can arise, and the school cannot assume responsibility for damage, loss, and/or theft of any item. If such personal property is brought to school and is being used during school hours, it will be taken and held in the main office for the parent to pick up from the school secretary/administrator. Repeated instances may result in disciplinary action.

### **Lost and Found**

- Articles of clothing will be held on the stage in the cafeteria
- Valuables, glasses, unclaimed cell phones will be held and locked up in the main office.
- Students may look for lost items before or after school.
- Students may not leave the classroom to look for lost items.

### **Activities and Organizations**

- The purpose of participation in activities and organizations is to promote loyalty, school spirit, sportsmanship and provide opportunities for academic growth.
- Each student is encouraged to become a part of the extracurricular life on campus
- More information on activities and organizations at BCM Biotech Academy at Rusk will be shared with students and parents throughout the year.
- Students must maintain passing grades and an 'E' or an 'S' in conduct to participate in extracurricular activities.
- Students are required to submit all necessary athletic paperwork, including a medical evaluation by a physician, prior to the full try out process, to be considered for any sport.
- Students should demonstrate exemplary behavior at all times if they are part of an extracurricular activity.
- Parents are responsible for promptly picking students up after the conclusion of practice or events.
- Failure to comply with all expectations may result in removal from the activity.





BAYLOR COLLEGE OF MEDICINE  
BIOTECH ACADEMY  
AT  
**RUSK**

---

## BCM Biotech Academy at Rusk Handbook Receipt Acknowledgment Form

I acknowledge that I have received The BCM Biotech Academy at Rusk Student and Parent Handbook for the 2024-2025 school year. I understand that my student will be held responsible for the policies, procedures, and expectations as described in the handbook.

Student Name: \_\_\_\_\_  
(Please Print)

Parent/Guardian Name: \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date:

**Please complete and submit to your homeroom teacher by  
Friday, September 20th.**