

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

STUDENT & PARENT HANDBOOK

2021-2022



2805 Garrow St.

Houston, Texas 77003

Phone: (713) 226-4543

Fax: (713) 226-4546

Jesse Herrera, Principal

Corey Prados, Assistant Principal

**Vision:**

Every student will have the opportunity to participate in a rigorous, integrated health science curriculum, guiding them towards a rewarding 21st century future.

**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:**

8:00 AM – 4:00 PM

**Phone:**

713-226-4543

## 2021-2022 Daily Bell Schedule

<b>Period 1/6</b>	<b>8:30 AM - 9:15 AM</b>
<b>Period 2/7</b>	<b>9:20 AM – 10:35 AM</b>
<b>Period 3/8</b>	<b>10:40 AM – 12:30 PM</b>
<b>6<sup>TH</sup> Grade Lunch</b>	<b>10:40 AM – 11:10 AM</b>
<b>7<sup>th</sup> Grade Lunch</b>	<b>11:20 AM – 11:50 AM</b>
<b>8<sup>th</sup> Grade Lunch</b>	<b>12:00 PM – 12:30 PM</b>
<b>Enrichment</b>	<b>12:35 PM – 1:15 PM</b>
<b>Period 4/9</b>	<b>1:20 PM – 2:35 PM</b>
<b>Period 5/10</b>	<b>2:40 PM – 4:00 PM</b>

# Staff Roster 21-22

## *Leadership Team*

Principal	Jesus Herrera	<a href="mailto:jesus.herrera@houstonisd.org">jesus.herrera@houstonisd.org</a>
Assistant Principal	Corey Prados	<a href="mailto:cprados@houstonisd.org">cprados@houstonisd.org</a>
Magnet Coordinator	Senta Butler	<a href="mailto:sbutler5@houstonisd.org">sbutler5@houstonisd.org</a>
Teacher Specialist	Hilda Salazar	<a href="mailto:hsalaza2@houstonisd.org">hsalaza2@houstonisd.org</a>
Counselor	Dora Gonzalez	<a href="mailto:dora.gonzalez2@houstonisd.org">dora.gonzalez2@houstonisd.org</a>
S.T.E.M. Specialist	Katherine Harris	<a href="mailto:katherine.harris@bcm.edu">katherine.harris@bcm.edu</a>

## *Teachers*

Grade	Name	Assignment
6	Brenda Boyer	Math
6	Matthew Kohn	Math
6	Kaitlin Nowak	Neuroscience
6	Adriana Salgado	World Culture Studies
6	Staci Situ	Science
6	Michellee Valdez	ELA/Reading
7	Erika De La Rosa	ELA
7	Rebecca Hiatt	Scientific Decision Making
7	Tavaria Miller	Math
7	Victor Rivas	TX History
7	Jeremiah Situka	Math
7	Amazu Umeh	Science
8	Christopher Johnson	U.S. History
8	Deborah Clark	Biotech Science
8	Jeffery Derry	Algebra I
8	Abigail Fenz	Science
8	John Feuk	Math
8	John Glass	ELA
<b>Electives</b>	Natalie Prieto	6 <sup>th</sup> grade Art.
	Lisa Schneider	6 <sup>th</sup> grade P.E
	Francisco Muñoz	7 <sup>th</sup> grade P.E.
	Oscar Sirias	7 <sup>th</sup> grade Spanish
	Cynthia Hernandez	8 <sup>th</sup> grade AP Spanish
	Lorna Moore	8 <sup>th</sup> grade Technology
	Janell Pate	Reading Interventionist
<b>SPED</b>	Takeisha Smith	Resource -SPED Chair
	Maranda Chavez	SPED Teacher
	Tamara Peters	SPED Teacher Assistant

## *Support Staff*

	Kristin McDonald	Reading Interventionist
	Brian Rodriguez	Technology
	DeLisa Edwards	Wrap Around Specialist
	Cierra Liggins	Dedicated Substitute

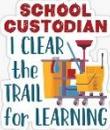
## *Office Staff*

	Kristen De La Rosa	Administrative Assist.
	Selena Ramirez	S.I.R
	Elizabeth Jimenez	Clerk
	Andry Ramirez	Clerk
	San Juana Torres	Clerk
	Gertrude Hilty	Nurse
	Darryl Romero	School Officer

## *Custodial Staff*

	Sury Gutierrez	Plant Operator - Open
	Claudia Guzman	Custodian – Lock up
	Nora Medrano	Custodian
	Blanca Rios	Custodian

## *Cafeteria Staff*

	Claudia Duarte	Cafeteria Manager
	Yipsy Hernandez	Cafeteria Staff
	Flora Duval	Cafeteria Staff
	Patricia Garza	Cafeteria Staff

## Communication

- Eagle News – Eagle news is the official school online newsletter. The Eagle Newsletter will be posted on the school newsletter at the beginning of the week.
- 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 7:45 a.m.
- Students must remain in vehicle until temperature is taken by a Wellness Team Member.
- Students who fail temperature screener will not be allowed in the building.
- Students will exit vehicle wearing proper PPE and enter through the main entrance doors.
- Students' temperature will be taken by a Wellness Team Member.
- Students will report to the cafeteria or MPR
- 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.

### Dismissal:

- All bus riders will be dismissed to the bus pick up area near the **BACK** of the school.
- 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>/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 be visible at all times 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.

## 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.
- 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 lunch room supervisor.

## 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 norms 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 participants in behavioral expectations and administering consequences.
- Saturday detention may be assigned for repeated or serious offenses.
- Parents/guardians are responsible for transportation when a student is assigned detention.
- Removal from the program at Baylor College of Medicine Biotech Academy at Rusk may result from multiple infractions.
- Students are not permitted to chew gum on campus.

***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

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

- Cell phones or any other electronic devices may only be used before 8:30 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 may, in special instances and at the discretion of an administrator, receive permission to place a call using their cell phones to contact parent/guardian.
- 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 fine will be applied and the device must be picked up from the school secretary by a parent/guardian.

## **The HUB (it'sLearning)**

The HUB, also known as itslearning, is the district's learning management system. The platform provides access to multiple digital resources to personalize instruction through digital lesson plans created by teachers and the curriculum department. The HUB allows students 24-7 access to instructional material, coursework, and digital textbooks from any device and demonstrates mastery of a subject. Students can submit their assignments and projects, collaborate, and communicate with their classmates, and create blogs, discussion boards, and ePortfolios.

## **HUB Technical Assistance**

### **What is my student's username and password?**

Students can log in to most digital resources by using their HISD network ID and password.

**Your child's username:** Student\S#####

#'s represent your student's ID Number. For example, Student\S1234568. Make sure to use the backslash key and not the regular slash.

**Your child's password:** XXXXXXXX

X's represent your student's 8-digit birthday. For example, August 10, 2008 is 08102008

### **Having Trouble logging into the HUB?**

Please contact the HISD Service Desk Monday-Friday, 7:30am - 4:00pm.

#### **Phone:**

713 892-7378

**Email:** [servicedesk@houstonisd.org](mailto:servicedesk@houstonisd.org)

## **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**

Students enrolled in remote instruction follow the same grading guidelines as in-person instruction.

- Daily Grades (Classwork/Participation/Quizzes): 60%
- Major Grades (Exams/Tests/Projects): 40%

Cycle grades will be used in the calculation of the final average for any class. Final exams will be administered for all high school credit courses.

## **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.
- After the allotted make-up period has passed late penalties will be applied
- 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 three class meeting times 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.

3rd class meeting late will result in a reduction of 30 points from the overall earned score.

On or after the 4th 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.

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.

## Illness/Nurse

When students are not feeling well or ill, they should always go to the nurse's office. Students should not call/text parents directly without visiting the clinic. This policy/procedure allows for open dialogue as to why your child is not feeling well. Students that text/call their parents directly for their parents to pick them up will receive an unexcused absence.

## 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. If you have any questions or concerns regarding the administering of medication at school, please contact the school nurse, at 713-226-4543.

## Uniform Policy

- Items that promote drugs, alcohol, tobacco, violence, nudity, obscene messages or has any slogan , or picture which is not in good taste or demeaning to any group or gender is inappropriate and prohibited.
- Skirts, dresses, shorts must hang past fingertip in the front of the garment. Running and athletic shorts must be appropriate length.
- Jeans should not have holes, rips or tears.
- Tops must cover chest, back, stomach and shoulders (4 finger width).
- All shoes must be enclosed and fastened/tied properly. Slides, flip flops, and Crocs are not allowed at any time.
- No headgear (hats, knit caps, scarves, do-rags, head bands, sunglasses, bandanas). Hoods may NOT be worn inside of the building.

## **Campus Visitors**

Campus Visitation will be limited to essential visitors who have previously scheduled appointments. All visitors must wear masks when inside an HISD school or building.

- 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
- All meetings will be held virtually unless a face-to-face meeting is absolutely required. In such cases, the meetings must be held in designated conference rooms, scheduled in advance, and limited to 10 people, all of whom must adhere to social distancing.

## **Personal Protective Equipment Protocols**

- All students, employees, visitors, and vendors are required to wear masks that cover both their nose and mouth throughout the school day, during before and after school activities, and while in district schools and facilities.
- Masks will be provided to students, employees, and visitors if they do not have one. Acceptable masks include both district-issued and personal masks, including face shields, disposable masks, homemade masks, handkerchiefs, and scarves. Bandanas are not allowed.
- Personal reusable masks must meet Code of Student Conduct requirements and not be inappropriate or derogatory in nature.

## **Entry Screening Protocols**

- All employees, students, visitors, and vendors will undergo daily screenings by the Wellness Team upon entry.
- All who are not experiencing symptoms and meet temperature screening standards (under 100 degrees) will be allowed entry. Additionally, all students, parents, employees, visitors, and vendors must self-monitor for COVID-19 symptoms, check their temperature before coming to any district school or building, and stay home when sick.

## **Technology Checkout**

A Rusk laptop will be loaned to the student named below under 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.
- Occasionally teachers may direct students to install authorized software packages from the HISD Software Center.

- 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 district will provide a padded laptop bag or case to each student. The bag/case will fit inside a backpack. The laptop must always be secured and carried in its case when not in use or being moved.
- 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 schools 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 my 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 my laptop.
- I will keep my passwords private.
- I will not take unauthorized or inappropriate photos/videos.
- I understand that my 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 and will connect to my home network at home. If I need any assistance connecting, I will contact Mr. Rodriguez 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. 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 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.

<b>Key</b>  Holidays  Teacher Preparation Days (no students)  Teacher Service Days (no students)  Enrichment Opportunities		<b>Holidays</b> September 6, 2021      Labor Day September 16, 2021      Fall Holiday November 22 - 26, 2021      Thanksgiving Break December 20 - 31, 2021      Winter Break January 17, 2022      MLK Day February 21, 2022      Presidents' Day (students only) March 14 - 18, 2022      Spring Break March 28, 2022      Chavez-Huerta Day April 15, 2022      Spring Holiday May 30, 2022      Memorial Day	
<b>School Day Start and End Times</b> 7:30-3:00 Elementary 8:30-4:00 K-8 and Middle School 8:30-4:10 High School			
<b>Significant Dates</b> August 16, 2021      Teachers report to work August 23, 2021      First day of school January 14, 2022      Last day of first semester January 19, 2022      First day of second semester June 7, 2022      Last day of school for students June 8, 2022      Last day for teachers		<b>Grading Periods</b> Aug 23-Oct 1      27 days Oct 5-Nov 12      29 days Nov 15-Jan 14      30 days Jan 19-Feb 25      27 days Feb 28-April 22      33 days April 25-June 7      31 days	
		<b>Report Card Dates</b> October 8, 2021 November 19, 2021 January 21, 2022 March 4, 2022 April 29, 2021 June 7, 2022 (ES/MS) June 15, 2022 (HS)	

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Baylor College of Medicine Biotech Academy  
at Rusk

**STUDENT & PARENT HANDBOOK**

**2020-2021**



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**Houston, Texas 77003**

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