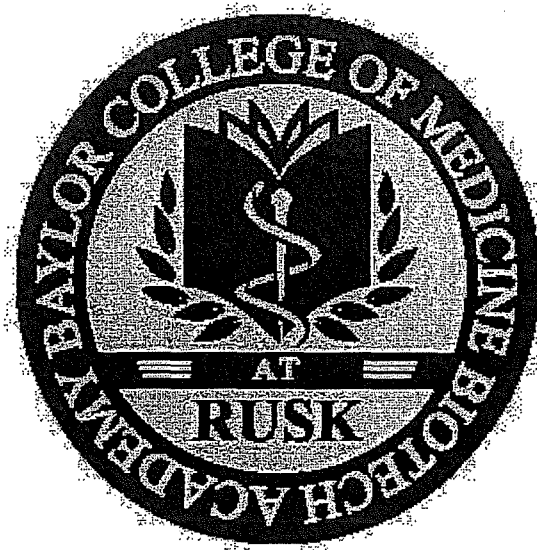


Houston Independent School District
Baylor College of Medicine Biotech Academy at Rusk

STUDENT & PARENT HANDBOOK

2023-2024



2805 Garrow St. Houston, Texas 77003

Phone: (713) 226-4543

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Juan M. Gonzalez, Principal

Tavaria Miller, Assistant Principal

Kristin McDonald, Dean of Instruction

Daily Bell Schedule

Monday – Friday (A/B - Day)

Homeroom	8:25 AM - 9:00 AM
Period 2	9:03 AM- 9:57 AM
Period 3	10:00 AM – 10:53 PM
Period 4	10:56 AM - 12:32 PM
6TH Grade Lunch	10:56 AM – 11:26 AM
7th Grade Lunch	11:29 AM – 11:59 PM
8th Grade Lunch	12:02 PM – 12:32 PM
Period 5	12:35 PM – 1:28 PM
Period 6	1:31 PM – 2:24 PM
Period 7	2:27 PM - 3:20 PM
Flex Period	3:23 PM - 4:00

allway 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

- ❖ After 3 tardies, students will receive a lunch detention.
- ❖ After 6 tardies, students will receive a morning, after-school, or Saturday detention (9 a.m. -12 p.m.).
- ❖ After 10 tardies, students will be placed on a magnet growth plan after a parent/ teacher/ administrator conference.

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.
- Failure to follow the cafeteria expectations will result in the following consequences:

Consequences

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

- 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 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

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.

dress Code Policy

For the 2023-2024 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.

- 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.

Personal Protective Equipment Protocols

- Masks will be provided to students, employees, and visitors upon request.
- Personal reusable masks must meet Code of Student Conduct requirements and not be inappropriate or derogatory in nature.

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.