

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

STUDENT & PARENT HANDBOOK

2022-2023



2805 Garrow St. Houston, Texas 77003

Phone: (713) 226-4543

Fax: (713) 226-4546

Juan M. Gonzalez, Principal

Tavaria Miller, Assistant Principal

Inge Garibaldi, School Support Officer

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 – Friday (A/B - Day)

Period 1/6	8:30 AM - 9:15 AM
Period 2/7	9:20am - 10:50am
Period 3/8	10:55 AM – 12:50 PM
6TH Grade Lunch	10:55 AM – 11:20 AM
7th Grade Lunch	11:35 AM – 12:05 PM
8th Grade Lunch	12:20 PM – 12:50 PM
Period 4/9	12:55 PM – 2:25 PM
Period 5/10	2:30 PM – 4:00 PM

Communication

- Newsletters – newsletters and notices for school-wide events are sent home on the first Thursday of each month. Monthly newsletters will also be available in the front office. Please check your child's backpack for these important items from school.
- 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 you 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) 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.
- 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 when the bus bell sounds.
- Parents/guardians should pick up car riders at the **FRONT** of the school. 6th grade students will be released at the flagpole and 7th/8th 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.

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.
- Electronic device is limited to cell phones and personal technology. School issued Chromebooks are not permitted.
- Students will be dismissed from the cafeteria by the lunchroom supervisor.
- 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.

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

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 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.
- The \$15.00 fee may be paid on School Pay.

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 magnet 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.

See something, Say something!

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.

Dress Code Policy

For the 2022-2023 school year, students' shirts must be solid and polo style.

The grade level colors are as follows:

- 6th- light gray, 7th- navy blue, and 8th- charcoal gray.
- 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.

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.

Technology Checkout (Yearly Nonrefundable Fee of \$25.00)

A school issued Chromebook will be rented to the student 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.
- 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.

Guideline for Students with Multiple Lost/Stolen or Damaged Devices

Consequences for students with multiple lost/stolen or damaged devices in a single school year	Recommended Process
Initial Student Laptop issued to all students	<p>\$25 Yearly PowerUp fee collected from students.</p> <p>To support families with hardship or who are unable to pay this fee, Principals may implement a payment plan (for example, \$5 a month) or waive the fee in its entirety based on individual student needs.</p>
1 st Incident of Damage	<p>Student is directed to the campus CSR/UDT who will open a ticket and fill out an Accidental Damage form when appropriate. Student will be assigned a replacement laptop.</p>
1 st Lost/Stolen Device	<p>Parent/guardian is contacted by a school administrator informing them that their student has reported on lost or stolen device.</p> <p>If the student has paid the initial \$25 yearly PowerUp fee, the student will be issued a replacement laptop.</p> <p>If the student has not paid the \$25 yearly PowerUp fee, the student will be directed to the campus Business Manager or Financial Clerk will collect the \$25 fee or place the student on a payment plan. The student is then issued a replacement device.</p>
2 nd Incident of Damage	<p>Parent/guardian is contacted by a school administrator notifying them that their student has a second damaged device and that a face-to-face meeting with the campus administrator, student, and parent/guardian must take place before the student is allowed to take a device home again.</p> <p>The parent/guardian will be charged an additional \$25 fee.</p> <p>Campus Business Manager or Financial Clerk will collect the fees or place the student/parent on a payment plan.</p>

	<p>An in-school use only device will be provided for the student until the following criteria is met. Once met, a take-home device will be re-issued:</p> <ul style="list-style-type: none"> • parent/guardian has met with the campus administration • all fees have been paid • date identified by school administration for device reissuance.
<p>3rd Incident of Damage or 2nd Lost/Stolen Device</p>	<p>Parent/guardian is contacted by a school administrator notifying them that their student has a third damaged or second lost device.</p> <p>The parent/guardian is responsible for paying for the cost of repair or device replacement.</p> <p>Campus Business Manager or Financial Clerk will collect the fees or place the student/parent on a payment plan.</p> <p>The student will be provided access to a device for in-school use only and will not be allowed to take a device home for the remainder of the school year.</p>

Note: All fee collection activities should follow Activity Funds processes as outlined in the Activity Funds Information Guide. For additional information on Activity Fund processes, please visit the Activity Funds page on the Controller's Office employee portal site.

Accessories – Replacement Cost SY 2022-2023

Item	Replacement Cost
Student Device – PowerUp Windows Laptop – HP	\$1089.00
Student Device – PowerUp Chromebook – Samsung	\$709.98
Student Device – PowerUp Chromebook – CTL	\$469.00
Student Device – PowerUp Chromebook – HP	\$661.00
Hotspot - HISD	
Hotspot - Verizon	\$80.00
Charger – Laptop/Chromebook	\$32.00
Stylus – Chromebook x360	\$65.00
Carry Case	\$38.00
Snap on Case	\$36.00

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.

Houston ISD Academic Calendar

July 2022

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

August 2022

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

September 2022

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

Hold for
acknowledgement
forms