

The Barbara Jordan Career Center

2018-2019 Student Handbook

For the
The Barbara Jordan Career Center
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Houston, TX 77004
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Website - <http://www.houstonisd.org/jordanhs>

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Instructional Coordinator
Tamela Broussard

Nurse
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Head Custodian
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Cafeteria Manager
Vanessa Davis-Ricks

Vision Statement

BJCC faculty and staff will provide each student a seamless transition from the program of study to their post-secondary education or career opportunities.

Mission Statement

BJCC faculty and staff will ensure that BJCC is the best school in Houston ISD for students to complete high-interest, high-demand advanced technical opportunities to include local non-paid internships, state and national licensures, certifications, dual credit courses, and state-wide articulations for all interested students.

ARTICULATION/DUAL CREDIT

Articulated credit is an agreement by community colleges and the district to grant college credits for some career classes offered at high school. Some of the career classes offered at BJCC qualify for articulated credit at a local community college. Students should request a final transcript after graduation so they can inquire about articulated credit if they decide to attend a community college. One of the requirements to obtain the credit for approved courses is to show that an acceptable grade was earned in the class. All students are encouraged to earn an 85 or better in all their classes. Dual credit classes require dual enrollment; thus, students may request a college transcript from our partnering community college showing credits they have earned successfully. Any student enrolled in a BJCC Dual Credit course needs to be aware of the drop dates and should see a counselor immediately if they want to withdraw from the Dual Credit course. In addition, the student is responsible for withdrawing from the community college as well; if they do not drop with the community college, they may receive an 'F' on the college transcript. Dropping dual credit courses may mean dropping courses at BJCC because we may not have a non-dual credit section available.

ATTENDANCE

1. We recommend that parents and students put BJCC and their home campus in their contacts list to ease calling in absences.
2. State law lists and describes excused and unexcused absences and requires a minimum of 90% attendance from all students.
3. A student who has more absences (**excused or unexcused**) than are allowed in Texas schools could lose credit for any class taken in HISD, especially BJCC. The Dean will schedule conferences with students who are in danger of losing credit due to absences. Procedures for appealing attendance credit will be communicated by the home campus.
4. **If a student is more than 30 minutes tardy, they will be counted absent. NO EXCEPTIONS.**
5. A parent or guardian **must call the home campus before 10:00 a.m.** each day to report their child's absence. The only absences that will be excused are:
 - a. Illness in the family
 - b. Family emergency
 - c. Death in the family
 - d. Doctor, dental, or legal appointments. (Documentation is required when returning to school)
 - e. School-related activities
 - f. Student illness
6. It is the student's responsibility to clear these absences the day you return to class at BJCC.
7. **Appointments: before leaving the building, the parent and student must come to the Reception Office to sign out.** To minimize loss of instructional time, appointments should be scheduled outside of the school day.
8. **It is the student's responsibility to request makeup work from teachers for all absences.**
9. **Excessive absences** are referred to the Court by the home campus.
10. **Final Examination Waiver:** Senior students with a semester average of 85 or higher and who have no more than three (3) absences, may not be required to take the final examinations in his or her course at BJCC (teacher discretion). The exceptions to the waivers are those classes where the final examination is a requirement for certification.
11. **If for any reason you should miss the bus, you are to report to the Attendance Office or appropriately designated area at your home campus and check in.** They will provide you with an alternative learning activity for that day. Failure to report to the Attendance Office or appropriately designated area will result in an Unexcused Absence. Excessive absences due to missing your bus will have a negative impact on your grades and certification requirements.

AUDIO/ELECTRONIC EQUIPMENT

BJCC will not be responsible for, nor will we investigate, any lost, broken, or stolen cell phones, tablets, radios, headsets, portable CD/DVD players, music CD's, DVD's, MP3, iPods, or other audio equipment. These types of items are prone to be stolen or misplaced and we strongly discourage their being brought to BJCC.

Leave these items at home!

BEHAVIOR DURING SCHOOL ACTIVITIES/ASSEMBLIES

We have special assemblies from time-to-time. We expect students to be on their best behavior at these events. Any student involved in misbehavior at any school activity will be subject to disciplinary action. This includes misbehavior at school-sponsored activities away from the campus.

BELL SCHEDULE

All Classes, Alternating Block 4x4 (A and B days)

Career Students from other campuses

- 8:45 1st Bell - Students should enter classroom - INSTRUCTION BEGINS
9:15 Attendance is taken (Excluding Late Buses & emergencies approved by an Administrator only)
10:20 Second period begins
10:50 Attendance is taken
11:50 End of A.M. period- Students released to return to their home school
- 12:30 1st Bell - Students should enter classroom - INSTRUCTION BEGINS
1:00 Attendance is taken (Excluding Late Buses & emergencies approved by an Administrator only)
2:05 Second afternoon period begins
2:35 Attendance is taken
3:35 End of P.M. period-Students return to their home school.

CLINIC

The function of the school nurse is health promotion through assessment, counseling, education, and minor first aid; however, the nurse cannot diagnose and /or treat.

The nurse must be made aware of any student with a chronic or serious illness. A medical statement describing the condition should be provided by the parent/legal guardian for the student's confidential school health record.

- To be admitted to the Clinic, a student must have a written permit from the sending teacher.
- Each student must sign in and out on the daily register when coming to the Clinic.
- **Any student who wishes to leave school because of illness must come through the Clinic and sign out in the Attendance Office.**
- A parent or responsible adult must be notified before the student is dismissed from school because of illness.
- Students may **not** stay in school with any of the following conditions:
 - Fever of 100.4 or higher
 - Suspected contagious condition
 - Vomiting
 - Diarrhea
 - Undetermined rash
- Students who go home without a permit from the nurse will be considered truant and subject to disciplinary action.

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- Only the school nurse or assigned personal may contact the parent/legal guardian.
- The parent is to pick up the student from the Clinic as quickly as possible after being notified.

MEDICATIONS

- HISD Board policy does not allow students to bring medications to school; however, should it be medically necessary for a student to take long-term medication at school, an HISD form must be completed by the student's physician and kept on file in the Clinic.
- The medication is then kept in the Clinic and administered by the school nurse. No medication (prescription or non-prescription) will be dispensed without this form on file.
- With the required documentation on file in the Clinic, students with asthma may self-administer asthma medication.
- All medications kept for students in the Clinic must be in its original container with an affixed prescription label which includes the student's name, the drug name, and the proper dosage and administration information.
- Special permits to leave class early for health reasons must be secured from the school nurse. The student must return to the Clinic for renewal if the permit is required after the expiration date.
- All medical excuses for medical restrictions must originate with the school nurse.
- Blood sugar/glucose monitoring must be conducted in the Clinic with no exceptions.

IMMUNIZATIONS

- Students must be fully immunized against specific diseases in accordance with the Texas Department of Health Immunization Schedule and must show acceptable proof of vaccination prior to entry, attendance, or transfer to a school in Texas. Students not in compliance will "be excluded from school attendance until the required dose is administered", according to the Texas Department of Health.
- Any exclusion from immunization compliance for medical or religious reasons requires an original affidavit obtained from the Texas Department of Health.

OTHER HEALTH RELATED SERVICES

PREGNANCY RELATED SERVICES

- A teen pregnancy and parenting program designed to provide support services for pregnant students.
- A program designed to assist pregnant and parenting students as they seek to remain in school or return to school.

HOMEBOUND PROGRAM

- A program whereby students who expect to be out of school for at least four consecutive weeks for health reasons as documented by a physician may receive instruction at home.

EYE CARE FOR KIDS

- A non-profit organization that provides comprehensive eye exams and corrective lenses for children from families that need financial assistance.

TEXCARE PARTNERSHIP - CHIPS/MEDICAID APPLICATION

- A health insurance program for Texas children from families with income levels above Medicaid income guidelines but with the inability to afford private insurance.

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See the school nurse for applications and /or information on the above services.

CLUBS

There are several school-sponsored clubs at BJCC. We encourage all students to participate in these national organizations. Clubs offered include DECA and SkillsUSA. Clubs can include Local, State and National competitions. The funding for these clubs comes from donations, fund raisers, and club activities. Students must be academically eligible at BJCC as well as at their home school to participate in club activities. Only students who have paid the club membership dues can compete or participate in any club function.

COMMUNICATION DEVICES

Unless the teacher allows the use of devices in the classroom, it may be confiscated. According to the Texas Education Code: Section 37.082. Possession of Paging Devices: Students are forbidden from possessing paging or other communications devices, i.e. cell phones and text messaging under the authority of the Texas Education Code, Board Regulations, and Section III.D.14 of the Student Code of Conduct. A \$15.00 administrative fee will be charged before the device will be released. Repetitive issues will require a student/parent/teacher/administrator conference.

CUSTOMER VEHICLES (Auto Tech program if applicable)

All students driving on campus must have a valid Texas Driver's License. This includes students driving a customer's vehicle on campus. When driving a customer's vehicle, students are not allowed to adjust any controls. Only one student is allowed in a customer's vehicle when moving it on campus. Students are not allowed in the customer's vehicle unless they have permission from their instructor.

DELIVERIES/PHONE CALLS

1. No deliveries of balloons, flowers, food, etc., will be accepted for students.
2. We cannot interrupt instructional time to make deliveries to students.
3. **EMERGENCIES** - Parents must come to the reception office. We will send for the student.

DESTRUCTION OF PROPERTY

Students will be held responsible and strictly accountable for any damage done to equipment, desks, furniture, books, or any part of the public school. **Graffiti or tagging is considered destruction of school property and is a felony, which constitutes possible jail time.** Acts of vandalism by any student are punishable by law and will involve additional disciplinary action from the school. Students who vandalize BJCC property are subject to arrest and immediate removal from their BJCC program. Any damages done to private property will result in students paying for such damages and will involve additional disciplinary action from the school.

DISCIPLINE

It is the responsibility of all students to be aware of all the rules, regulations, and standards for student behavior as stated in the HISD Student Code of Conduct and the BJCC Student Handbook and to conduct themselves accordingly. In addition, all BJCC students must:

1. Come to school prepared with the required clothing and materials for his or her BJCC class as well as books/pencil/pen/homework.
2. Listen to and follow teacher's instructions.
3. Respect the rights and property of other students and the teacher.
4. Respect and cooperate with substitute teachers.
5. Receive permission from their teacher before talking, moving around the room, or doing anything contrary to specific class rules.
6. Not use profanity, engage in any form of sexual harassment, verbal, or physical abuse.
7. Not eat and drink outside of the designated break time and the designated break areas.

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8. Students will be subject to disciplinary action if their behavior is disruptive to the teaching and learning or if their actions are a danger to themselves, other persons, or school property. **Any time a student is sent to the office, an attempt to call the parent or guardian will be made to alert them of the discipline problem.**
9. Discipline referrals that will be sent to the students' home school include recommendations for suspension, in-school suspension, alternative placement or expulsion.

DRESS CODE

The following dress code is based on appropriateness and safety. What is an acceptable dress code in one class/program may not be acceptable in another program. Some programs have very rigid dress codes based on the certifications, industry standards, safety and health laws. Students are expected to dress appropriately to the occupational standards of the career for which they are preparing.

1. **Head Coverings:** Students are not allowed to wear doo-rags or bandanas while at school. Parents requesting student head covering for religious purposes should contact school administration. Individual career pathways may have more stringent requirements and students are expected to comply with all reasonable requests.
2. **Shirts:** Tank tops, mesh or net shirts, undershirts, halter tops and cropped shirts are not allowed.
3. **Print:** Gang related, alcohol, drugs, controlled substances, sexual, Satanism, obscene, profane, vulgar, or derogatory language or symbols are not allowed on clothing, backpacks, or other items.
4. **Pants/Shorts/Shoes:** All shops require full length pants. Students are not allowed to wear short-shorts. Pants must fit at the waist. If the pants are baggy and may cause a safety hazard, the student will be asked to change or sit out of the class activities. Shoes must meet the class requirements. Students may not wear flip-flops, shower shoes (slides), or slippers at any time.
4. **Make-up:** Must be applied before class. Students are not allowed to apply make-up in class. Hair spray is allowed only in Cosmetology.
5. **Jewelry:** Remove any jewelry (including piercings) that may be a distraction or safety hazard.
6. **Skateboards:** Skateboards, rollerblades, and other roller shoes are not to be used on campus.

PROFESSIONAL ATTIRE BY PROGRAM

- **Automotive Shops and Metal Trades**
All students are required to wear pants and closed-toe shoes (No shorts or sandals).
- **Cosmetology and Nail Technology**
All students are required to wear Cosmo Smocks and pants and closed-toe shoes. (No shorts or sandals).
- **Culinary Arts**
All students are required to wear Culinary Smocks and pants and closed-toe shoes. (No shorts or sandals).
No fake or gel nails are to be worn as per city health code.

The Administration reserves the right to extend the dress code to include attire not listed specifically above, but which is deemed to be inappropriate.

DRIVING AND PARKING AT BJCC

We recommend that all students use district-provided transportation to and from the school each day. BJCC has only a small designated area for student parking, most of which will not be available until the second semester. Parking hang-tags will only be issued to students with valid driver's licenses, proof of insurance with student name listed, and a written request to park on campus. A final decision on issuing a hang tag will be made by campus administration.

FAILURE TO ATTEND/SKIPPING A CLASS

THE STUDENT IS IN VIOLATION IF HE/SHE:

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- Leaves school without signing out in the Attendance Office.
- Is absent from school without prior permission from parent or guardian.
- Fails to report to the destination indicated on the permit.
- Is absent from class without permission (skipping).
- Become ill and go home or stay in the restroom instead of reporting to the nurse.

If a student remains out of class and does not report within 30 minutes or, if a pupil is in the hallway without a permit after the tardy bell rings, school staff assumes he/she is skipping class and may be subject to one or more of the following:

- Parental Contact
- Detention/ISS Placement (with Home School for Career Center students)
- Parent Conference
- Behavior Contract

FIELD TRIPS

Frequent field trips to curriculum-related businesses are an important part of the regular class activities throughout the year. The signature of a parent or guardian on the permission form is required for any off-campus activity. A signed medical release will be required for each trip as well. Permission to attend a field trip cannot be granted by phone.

FINANCIAL RESPONSIBILITIES

Some of the Career Programs require students to purchase supplies and/or clothing. For example, students need flame resistant clothing and steel-toed shoes for Welding. The Career teachers will review requirements at the beginning of the year or you can call the school (713-636-6900) to inquire about special requirements for our programs. Because it is one of our most time- and cost-intensive programs, a sample financial requirement for our cosmetology department is included at the end of this handbook. Please keep in mind that each of our Career areas sponsor fundraising opportunities and/or events to assist with offsetting the costs to individual students. Students who choose to attend BJCC for any program are expected to be motivated and committed to high expectations as we prepare them for the requirements of the workplace.

FIRE PREVENTION

Evacuation procedures are posted in each room. Fire drills will be held at least once a month. They will be unannounced and everyone is expected to cooperate and conduct themselves as young adults. Evacuation procedures will be covered by each teacher.

GRADES

ACADEMIC FOUNDATIONS

<u>Grading Breakdown:</u>			
Within a Six Week Period		For the Semester	
Each CTE or Academic Teacher	A = 90-100	SW1/4 (Summative)	25%
will have a specific grading	B = 80-89	SW2/5 (Summative)	25%
policy - please inquire with each	C = 75-79	SW3/6 (Summative)	25%
teacher.	D = 70-74	Semester Exam (Summative)	25%
	F < 70		

ACADEMIC DISHONESTY

<u>Consequences for Cheating / Plagiarism:</u>
<u>Teacher Range of Options (Requires Immediate Action)</u>
Private Teacher / Student Conference and Call to Parent/Guardian
<ul style="list-style-type: none"> • 1st Infraction - Revised assignment after parent contact
<ul style="list-style-type: none"> • 2nd Infraction - Invalidation of Grade (0) and referral to BJCC Administrative Team
<u>Administrative Range of Options</u>
<ul style="list-style-type: none"> • In School or Out of School Suspension (Repeated Offense) after parent contact

ACADEMIC WORK (Make Up)

<u>Guidelines for Making Up Work</u>
<ul style="list-style-type: none"> • Student responsibility to make arrangements with teacher
<ul style="list-style-type: none"> • Student is given 1 day for every day absence - Regardless of Type of Absence <ul style="list-style-type: none"> • (Excessive Absences to be addressed in BJCC-AC)
<ul style="list-style-type: none"> • Any more time needed is at the discretion of the teacher or directions of IEP
<u>Specific Information</u>
<ul style="list-style-type: none"> • Assignment turned in on time after absence - Opportunity to earn full credit
<ul style="list-style-type: none"> • Assignment turned in 1 day late after scheduled due date - Opportunity to earn 70%
<ul style="list-style-type: none"> • Assignment turned in 2 days late after absence - Student will earn 0% (Zero)

ACADEMIC Interventions

<u>Anytime a student's grade drops a full letter grade or begins to fail a course</u>
<ul style="list-style-type: none"> • Call Parents Immediately / Schedule a PTC
<ul style="list-style-type: none"> • Contact BJCC Administrator Immediately for assistance

ACADEMIC Review
(BJCC Dean is POC)

<u>BJCC's IAT Review Committee will meet after each Grading Period</u>
<ul style="list-style-type: none"> • Discuss student issues & intervention options (Review Attendance / Discipline / Work Ethic / Placement)
<ul style="list-style-type: none"> • (6 Week Review) BJCC Administrative Team will review outcomes and make additional changes as needed.

GRIEVANCE PROCEDURES

The district has grievance policies for employees, students and parents. Board Policies GF and DGBA are grievance policies for employees, and Board Policies GF and FNG are grievance policies for students and parents. All grievance issues must be brought to the school administration for attempted resolution before proceeding further. You may contact the school administration for a copy of any of these Board Policies.

HARASSMENT PROCEDURES

School Board Policies against harassment are DH for employees, student and parents; policy DIA for employees and parents; and policies FFH and FNCJ for students. All incidents of harassment must be brought forth to school administration. You may contact the school administration for a copy of these Board Policies.

HAZING

Hazing includes any willful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing.

Examples of hazing are, but are not limited to:

Paddling, Pushing, Blindfolding, Sleep deprivation, Exercising of any kind, Disruption of hair styles, Damage of hair, Damage of clothing, Consumption or forcing the use of alcohol or drugs

LEAVING CAMPUS/CLASS

Once students arrive on campus they must remain on campus. Students may not cross the street or loiter within 300 feet of the campus. Once students have entered the classroom or shop a pass is needed to leave their class. **No student may leave the school grounds during class without permission from the administration. Leaving without permission will result in suspension in accordance with the HISD Student Code of Conduct. All parents and students must sign out at the Reception Office before leaving campus prior to the end of the school day.**

MUSIC IN THE CLASSROOM/SHOP

Music in the classrooms and shops is a privilege with each teacher's approval. The type and appropriateness of the music is at the discretion of the teacher and the administration. The volume of the music must be kept low in order not to interrupt other classes or become a safety hazard.

PROGRESS REPORTS

Individual progress reports may be issued whenever the teacher feels it is necessary or if there is a significant change in the student's grade or conduct. All students will be issued a progress report at the three-week point of each six-week grading period. These progress reports should include all the student's grades, conduct, and any additional comments.

PARENT/GUARDIAN CONFERENCES

The BJCC teacher's conference period is from 7:55 AM until 8:40 AM. Parents are encouraged to call the office and make appointments for conferences with their student's teacher during this time or another mutually agreed upon time whenever they feel a personal visit is appropriate. Teachers are encouraged to have contact with parents and guardians throughout the year by telephone. If a parent has a concern about a school policy or an employee, the following procedure should be followed to resolve the problem as quickly as possible:

1. Contact the appropriate teacher
2. If the problem still exists, contact the Dean of Students. The contact form is available in the main office.
3. Parents have a right to appeal to the Principal.

PARTY PROPAGANDA

Distribution of party propaganda at BJCC is forbidden. This policy is outlined in the HISD Student Code of Conduct.

PROHIBITED ITEMS

TOBACCO:

Students are prohibited from smoking, using, or possessing tobacco products, including, but not limited to, cigarettes, cigars, e-cigarettes, pipes, snuff, or chewing tobacco, at a school-related or school sanctioned activity on or off school property. Committing these offenses could lead to school discipline and/or a citation issued by law enforcement.

STEROIDS:

Anabolic steroids are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid in any manner not allowed by the state law. A violation is a criminal offense punishable by confinement in jail or imprisonment. (Board Policy FNCF Exhibit)

DRUGS/ALCOHOL:

No student shall possess, use, transmit, sell, give, or deliver, or attempt to possess, use, transmit, sell, give, or deliver, or be under the influence of any of the following substances on school premises, during any school term, on or off school premises, at a school-related activity, function, or event. Committing these offenses could lead to placement in an alternative education setting.

- 1) Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate,
- 2) Alcohol or alcoholic beverage,
- 3) Any abusable glue, aerosol paint, or any other chemical substance for inhalation,
- 4) Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs,

"Possession" - To have on a student's person or in the student's personal property, including but not limited to the student's clothing, purse, or backpack; in any private vehicle used by the student for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

"Under the Influence"- Not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated. Impairment of a person's physical and/or mental faculties may be evidenced by a pattern of abnormal or erratic behavior and/or the presence of physical symptoms of drug or alcohol use.

"Use" - A student has voluntarily introduced into his/her body by any means a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

SAFETY

At the beginning of the school year students will be given a comprehensive unit on safety in the classrooms and shops. As is true in industry, some of the equipment at BJCC has the potential for causing severe damage and injury if used improperly. Therefore, BJCC has zero tolerance for safety violations.

SCHOOL HOURS

1. Class will be from 8:45 - 11:50 for the AM classes and 12:30 - 3:35 for the PM classes.
2. Students must leave campus within 10 minutes after the class ends.

SCHOOL-PARENT-STUDENT COMPACT

RESPONSIBILITY FOR ACADEMIC SUCCESS

Students, parents, teachers and staff members have certain responsibilities given a common goal for each student to attain their full academic potential. The responsibilities of each group are outlined below.

MUTUAL RESPECT AMONG STUDENTS:

Jordan High School students are expected to respect the right of others to learn and work in a secure environment. Harassment, threatening behavior, vandalism, and/or violence are not acceptable at any time. These behaviors will result in serious consequences which may include removal from Jordan High School.

IT IS THE STUDENT'S RESPONSIBILITY TO:

- Be organized
- Bring all materials to class daily
- Keep a daily assignment sheet for each class
- Study daily
- Have a regular time devoted to homework and/or studying each day (ideally, this would be in a quiet, well-lit area free from distractions).
- Complete and turn-in ALL assignments and homework when due.
- Attend school regularly and arrive on time to all classes.
- Ask teachers for help during class or during tutorials when a lesson or concept is not understood.
- Attend tutorial sessions offered during lunch, or after school as needed.
- Discuss course work/problems with the assigned counselor.
- Go to teachers when classes are missed, even if for school-sponsored activities, to find out what work was missed.

IT IS THE PARENT'S RESPONSIBILITY TO:

- Establish and closely monitor a daily homework/study period. Have a regular time devoted to homework and/or studying every day. This should be in a quiet, well-lit area free from distractions, such as television and telephone.
- Treat school personnel with courtesy and as a partner in your child's education.
- Support school, district, and classroom rules for student behavior and ensure that their children conduct themselves according to district standards.
- Read all communications from the school.
- Supply accurate updated information (including current address and telephone numbers) to the home school promptly. BJCC does not have access privileges to change school information on the computers.
- Monitor homework progress. Check your child's assignment sheet to see that all work is completed on time. Take a genuine interest in your student's studies. Ask about the work he/she is doing and what is being learned.
- Monitor your child's grades. You should receive a computer printed report card every six weeks throughout the school year. If your child is in danger of failing, you should receive a progress report as early as the third week of the six-week grading cycle. Additional grade checks can be arranged with your child's counselor. Review all these reports with your student.

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- Set realistic academic goals with your child and reward him/her when these goals are met.

IT IS THE TEACHER'S AND STAFF'S RESPONSIBILITY TO:

- Provide appropriate curriculum and instruction that prepares students for life-long learning and the world of work.
- Provide counselors and support staff that assist students with academic and career guidance as well as support for individual problems.
- Provide a student tutoring program available to all students.
- Monitor each student's academic achievement and progress towards graduation and communication with students and parents in these areas.
- Notify the parent or legal guardian if the student is not progressing satisfactorily with a progress report as early as the third week of a six-week grading period if the student is at risk of failing.
- Provide a safe and orderly environment in which students have the maximum opportunity for academic success.
- Respond to parent phone calls and e-mails within 48 (working) hours, i.e. before the end of two working days.
- Have clear, concise homework assignments posted for students to record in their daily planners/agendas.
- Provide clear, concise expectations of assigned projects, including due date(s).
- Treat parents and students with courtesy.

SCHOOL-TO-CAREER PROGRAM

School-to-Career is the phrase used to describe the programs that allow students to earn credit for work they do as it pertains to their career pathway. It involves not only classroom instruction, but also on-site training, called Career Preparation (Career Prep) or Practicum. Career Prep is for students with paid internships. Practicum is for students with unpaid internships or can be taught by the career teacher on campus. Due to the stringent requirements placed on the students and the career teacher for off-site training, Career Prep will only be considered for a highly selective group of participants. Students with credit, behavior, or attendance issues will not be approved for Career Prep.

Participation in Career Preparation is based on the approval of the BJCC staff and the training site supervisors. Student participation in Career Preparation, or the location of the work site, can be modified or terminated by BJCC at any time.

SOCIAL MEDIA

The campus uses social media in recruitment, instruction, and developing the creativity of all our faculty, staff, and students. BJCC will lead the way as we prepare students to utilize all formats of social media in a constructive and responsible format.

CELL PHONES

Cell phones, tablets, and other communication devices may be used in the learning environment provided the teacher approves the use. This decision should be based on the outcomes of the instruction, safety concerns, and program needs.

In the case that a device is used at an inappropriate time, it may be confiscated. According to the Texas Education Code: Section 37.082. Possession of Paging Devices: Students are forbidden from possessing paging or other communications devices i.e. cell phones and text messaging under the authority of the Texas Education Code, Board Regulations, and the Student Code of Conduct. A \$15.00 administrative fee may be charged before the device will

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be released. If a fee is applied, students may schedule a payment plan with the Business Agent, upon approval of the administrator to release the cell phone.

COMPUTER USE

The computers in the classroom or issued to students are for instructional purposes only. Using games that do not relate to instruction is prohibited.

INTERNET USE

Access to the Internet in the classroom is for instructional purposes only. Before a student can use the Internet, they must first have a signed Student/Parent Responsibility Form and a signed computer use form on file with the administration at the home campus. The teacher and administration reserve the right to determine which Internet sites are appropriate for student use. If teachers do not feel that a site is appropriate, they may ask a student to close that site.

WEB APPLICATIONS

With the implementation of Social Media, BJCC uses various web resources to include the following:

1. BJCC Website: <http://www.houstonisd.org/jordanhs>
2. BJCC Facebook: <https://www.facebook.com/BarbaraJordanHSC/>
3. BJCC Twitter Handle: @BJHSC_HISD

HISD is implementing PowerUp and the use of all types of communication applications and encourages the use of social media tools to enhance learning at all levels.

STUDENT RECOGNITION

Special award ceremonies are held in May to recognize outstanding achievements within each program.

TARDIES

Students are expected to be in class on time. **Students are strongly encouraged to ride the bus to and from BJCC. All late bus tardies are automatically issued a late bus pass.** A late bus pass will only excuse a student who proceeds directly to his or her class. All late bus passes must have the student's name and ID number before the office will excuse the tardy. School administration will be responsible for determining consequences for students with excessive tardies.

If a student is more than 30 minutes tardy, they will be counted absent.

TEXTBOOKS

All textbooks are for classroom use only. Most academic textbooks will be issued from the home campuses. If a student needs to use a textbook outside the classroom, they must check the book out from the teacher, at the teacher's discretion. If a textbook is lost or damaged, the student will be held responsible.

TRANSPORTATION

Students are strongly encouraged to ride the bus to and from BJCC. Students may lose the privilege of riding the bus for misconduct on the bus. If a student is removed from the bus, he or she must find an alternate form of transportation to and from BJCC during the bus suspension. If a student cannot arrange alternate transportation to and from BJCC, he or she will either be counted as an unexcused absence or be placed in ISS or appropriate designated area at the home school for the duration of the bus suspension.

ZERO TOLERANCE

Students from nine (9) different High School campuses may choose to attend classes at BJCC. Therefore, our expectations for student behavior and performance are greater than for any of those nine individual campuses.

Any student who engages in these offenses will be recommended for Disciplinary Placement back to his or her home campus.

A. VIOLENCE at SCHOOL:

1) Any student involved in conduct that contains the elements of the offense of retaliation or assault against any school employee or volunteer, regardless of where or when the incident occurs, shall be removed from the regular education program and recommended for placement in an alternative program at their home campus.

2) Any student involved in conduct that contains the elements of the offense of assault against another student on school property, while attending a school-sponsored or school-related activity on or off campus, or within 300 feet of the school property, shall be removed from the regular education program and recommended for placement in an alternative education setting at their home campus.

B. VERBAL ABUSE of an EMPLOYEE:

1) Verbal abuse, as used herein, consists of any one or more of the following:

Intentionally or knowingly threatening another with imminent bodily injury; extortion, coercion, or blackmail; name-calling; racial or ethnic slurs; derogatory statements that are disruptive of the school environment or that tend to incite violence; profanity, vulgar language, or obscene gestures; offensive or intimidating language of a sexual nature.

2) Such verbal abuse is regarded as serious misbehavior and violates this District's standards of student conduct. A student who verbally abuses a teacher or another District employee shall be given an appropriate disciplinary sanction.

C. DRUGS and WEAPONS:

1) Whenever a student knowingly brings a firearm, illegal knife, other prohibited weapon, or a controlled substance to school, the police shall be summoned and charges will be filed. In all such cases, the student shall be recommended for expulsion.

2) A student may not use, exhibit, or possess a knife, of any size, including a pocketknife. Committing this offense while on school property or while attending a school-sponsored or school-related activity on or off school property could lead to placement in an alternative setting, to include expulsion.

3) Police services w/trained dogs will conduct walk-throughs and handheld metal detectors may be used when there is reasonable cause to believe that drugs, weapons, or dangerous metal objects are in the possession of a student.

D. BULLYING at SCHOOL:

1) Any student involved in conduct that contains the elements of the offense of bullying towards any student, regardless of where or when the incident occurs, shall be removed from the regular education program and recommended for placement in an alternative program at their home campus.

2) Any student involved in conduct that contains the elements of the offense of bullying against another student on school property, while attending a school-sponsored or school-related activity on or off campus, or within 300 feet of the school property, shall be removed from the regular education program and recommended for placement in an alternative education setting at their home campus.

REPORTING ILLEGAL ACTIVITIES:

To **ANONYMOUSLY** report any school information about weapons, drugs, violence, vandalism, or theft: The **TipLine** (713-641-7446) was created especially for students, so that they could report criminal activity anonymously.

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, political affiliation, sexual orientation, gender identity and/or gender expression in its educational or employment programs and activities.

Las directivas del Distrito Escolar Independiente de Houston prohíben la discriminación basada en la edad, color, impedimento o discapacidad, ascendencia, nacionalidad, estado civil, raza, religión, sexo, condición de veterano militar, afiliación política, estatus socioeconómico, orientación sexual e identidad o expresión de género en sus programas y actividades académicas y en sus prácticas de empleo.

Questions regarding Title IX may be referred to HISD Title IX Coordinator Susan Kaler, 4400 West 18th St., Houston, Texas 77092, 713-556-7285, TitleIXCoordinator@houstonisd.org.

Example Payment Contract for Cosmetology:

Payment Contract for Cosmetology for the 2017-2018 academic year.

Cosmetology package consist of the following items listed below as well as the unit cost per item:

Cosmetology Kit	\$325.00
Smock Set	\$40.00
State Issued Permit (non-refundable)	\$25.00
Skills USA Membership dues (District/State)	\$60.00
Complete Cosmetology Package	\$450.00

The Cosmetology permit could take up to six weeks to reach our school, therefore, it is important that once you decide whether your student will participate in the program that a \$25.00 money order be brought to the cosmetology instructor, Ms. F. Lewis or to the school's financial clerk, Ms. Martinez, as soon as possible. By taking this action early, you will ensure that your scholar won't be prohibited from earning required clock hours on the first day of school. Money orders may be made payable to Barbara Jordan High School, in the memo, please write your student name and specify that it is for the state permit.

The remaining amount is divided into two payments: 1st payment assuming student permit cost has already been pre-paid, \$200.00 and 2nd final payment of \$225.00.

The payment plan **ONLY** offers two payment dates:

August 11, 2017
September 8, 2017

The total balance for the package must be paid in full before September 8, 2017.

Failure to make full payment will result in the student not being given additional items from their kits and could have a negative impact on their grades, acquisition of hours and completing the required technical strands.